

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 193

Alexandria, VA

1 January 2003

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 January 2003 unless otherwise indicated.

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This change includes all material written in MAP Items 51-01(E); 20-02; 30-02(E); 43-02(E); 45-02(E); 50-02(E) and editorial change U02032. Insert the attached pages and remove the corresponding pages. Remove Chapter 7, Part W. Also remove the Index. This cover page replaces the Change 192 cover page.

BRIEF OF REVISION

These are the major changes made by Change 193:

U1205; U2010; U2555; U3125. Notifies travelers of the available Government Lodging Programs.

U5105-B2; U5106; U5210-D; U5468-D; U5468-D. Changes the MALT PLUS flat per diem rate for PCS travel by POC from \$50 to the standard CONUS per diem rate of \$85.

Appendix S. Updates FEML locations for U.S Central Command and recertifies Lusaka, Zambia and adds Libreville, Gabon until 31 October 2004.

Chapter 4. Rewrites and rennumbers par. U4125 to simplify, update and revise the current paragraph.

Chapter 7, Part W. Deletes this portion of Chapter 7 and is removed for the JFTR.

Index. Removes the index from the JFTR. With the capabilities on our website, the index is no longer needed.



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Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
184	U7N-1	192	U9D-3	181	K-7	192	O-25		
184	U7O-1	183	A-1	181	K-9	176	P-1		
184	U7P-1	184	A-3	181	K-11	173	Q-1		
185	U7Q-1	174	A-5	181	K-13	173	R-1		
168	U7R-1	172	A-7	181	K-15	193	S-1		
185	U7S-1	183	A-9	181	K-17	193	S-3		
160	U7T-1	190	A-11	191	L-1	178	T-1		
168	U7U-1	192	A-13	193	L-3	178	T-3		
168	U7V-1	183	A-15	191	L-5	171	U-1		
193	U7W-1	193	A-17	191	L-7	193	i-1		
161	U7X-1	193	A-18-1	191	M-i				
192	U7Y-1	177	A-19	191	M-1				
186	U8-i	187	A-21	191	M-3				
185	U8-1	192	A-23	191	M-5				
181	U8-3	192	A-25	193	M-7				
186	U8-5	185	A-27	191	M-9				
186	U8-7	185	A-29	191	M-11				
190	U9-i	174	B-1	191	M-13				
192	U9-iii	138	C-1	191	M-15				
172	U9A-1	174	D-1	191	M-17				
192	U9B1-1	160	E-1	191	M-19				
192	U9B1-3	188	E-3	191	M-21				
192	U9B1-5	188	E-5	191	M-23				
179	U9B1-7	179	E-7	191	M-25				
179	U9B1-9	184	E-9	191	M-27				
179	U9B1-11	184	E-10-1	168	N-1				
188	U9B2-1	182	E-11	168	N-3				
183	U9B2-3	181	E-13	186	N-5				
164	U9B2-5	181	E-15	193	O-1				
188	U9C-1	178	F-1	192	O-3				
188	U9C-3	133	F-3	192	O-5				
188	U9C-5	176	G-1	192	O-7				
188	U9C-7	176	H-1	192	O-9				
188	U9C-9	176	I-1	192	O-11				
188	U9C-11	192	J-1	192	O-13				
188	U9C-13	192	J-3	192	O-15				
188	U9C-15	192	J-5	192	O-17				
188	U9C-17	181	K-1	192	O-19				
188	U9C-19	181	K-3	193	O-21				
190	U9D-1	181	K-5	193	O-23				

UTDs are effective on the indicated date. They may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute, some other date. When an effective date is earlier than the date assigned to the printed change page, changes are disseminated by message.

PDs make changes in the per diem rates contained in <http://www.dtic.mil/perdiem/opdrform.html> and <http://www.dtic.mil/perdiem/pdrform.html>, and changes to the tables contained in Appendices J and K. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.dtic.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas. They are transmitted by message to hundreds of DoD users and effect changes to the travel per diem allowances in <http://www.dtic.mil/perdiem/opdrform.html>.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements and administrative memoranda included in a printed change are shown on the cover sheet of the printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

*Recommendations for changes in the JFTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. U4179.

Suggestions that would improve this Volume are encouraged. Route them as follows:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;
- *2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico VA 22134-5103;
4. Air Force - Through appropriate command channels to: HQ USAF/DPRC, 1040 AF Pentagon, Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (G-WPM-2), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 1315 East-West Highway, Room 12100, Silver Spring, MD 20910-3282;
7. U.S. Public Health Service - Directly to: Division of Commissioned Personnel, PSC (Attn: PDTATAC MAP Member), Room 4A15 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0001; or

CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

Each Service shall:

1. authorize only travel necessary to accomplish the mission of the Government effectively and economically, and
2. establish internal controls to ensure that only travel essential to the needs of the Government is authorized.

***U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL**

1. A member must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.
2. A member must maintain records to validate individual expenses of \$75 or more and all lodging costs. All receipts should be maintained as required by finance regulations.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.
4. Members are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's Federal Premier Lodging Program provide quality lodging at or below per diem and often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS

It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified, (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

Non-DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.

U2020 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

1. is the only official source for worldwide PCS and TDY distance information,
2. replaces all other sources used for computing distance (except for airplanes see par. U2020-B below),
3. uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://dtod-mtmc.belvoir.army.mil>.

4. provides distances which must be rounded to the nearest mile for each leg of a journey,
5. does **not** apply to the following travel distances that are determined by odometer readings:
 - a. in and around the PDS or TDY sites,
 - b. between home/office and transportation terminal,
 - c. for short distance moves, within the same city, or
 - d. round trip travel between home and active duty tour site for Reserve members performing active duty when the member commutes under the provisions of par. U7150-A1b, and
6. website is found at <http://dtod-mtmc.belvoir.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distances Use. Official distances are used in determining the distance between any two of the locations listed in par. U3010.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

U2025 STANDARD CONUS PER DIEM RATE

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>.
2. Effective 1 January 2000 the Standard CONUS per diem rate is:

<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$55	\$30	\$85

PART B: TRAVEL ORDERS

U2100 GENERAL

A travel order used for reimbursement of travel and transportation expenses is a written document issued or approved by the Secretarial Process directing a member or a group of members to travel between designated points. The travel order establishes the conditions for official travel and transportation at Government expense, and provides the basis for the traveler's reimbursement. A travel order should be issued before the travel is performed. Reimbursement for travel is not authorized when the travel is performed before receipt of written or oral orders.

Generally, a written travel order is not necessary when:

1. travel is performed within the limits of a PDS or in the immediate vicinity of such station (local travel), and
2. it is known that the travel claim shall involve only reimbursement for commercial transportation or MALT for the use of a POC approved as being more advantageous to the Government.

If a travel order is not issued for local travel, approval on the voucher is sufficient for reimbursement purposes.

*U2105 AUTHORIZATION/APPROVAL AND RETROACTIVE MODIFICATION

Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. See Appendix A for definitions of "authorize" and "approve". Approval after the fact, when permitted, does NOT constitute 'retroactive modification' of an order to create, change, or deny an entitlement. Except to correct or to complete an order to show the original intent, a travel order shall not be revoked or modified retroactively to create or deny an entitlement (24 Comp. Gen. 439 (1944)). *(Ex: It would be improper to amend a travel order to 'un-authorize' POC travel, after travel had been completed, that the travel order had clearly permitted.)* See par. U4145 regarding the effect of deductible meals on per diem rates.

U2115 ORDERS FOR TRAVEL AND REIMBURSEMENT

A. Written Orders. A written order issued by competent authority is required for reimbursement of expenses incident to official travel. For the purpose of reimbursement, a written order that quotes or references an authority authorized to initiate the order is a competent order.

B. Oral Orders. Urgent or unusual situations may require that official travel begin or be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium including telephone, may be given. When this occurs, the order-issuing official shall promptly issue a confirmatory written order. An oral order:

1. given in advance of travel,
2. subsequently confirmed in writing giving the date of the oral order, and
3. approved by competent authority

meets the requirement for written orders.

C. Orders Not Originated by Competent Authority. Travel orders issued under unusual conditions and not originated by competent authority must be approved by the order-issuing official before reimbursement of travel expenses.

U2135 ITINERARY VARIATION

Travel orders may include authorization/approval for itinerary variation to permit:

1. omission of travel to places stated in the travel order,
2. changes in the order of places to be visited,

- a. does not involve travel,
- b. does not involve per diem, and
- c. for which a travel order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a DoD Component. The cost of each meal, whether included in a registration fee or contracted for separately, at a DoD-sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Chapter 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem, Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3115 NOT USED

U3120 ARRANGING OFFICIAL TRAVEL

A. CTO Use Policy. It is **mandatory policy** that Uniformed Service members use available CTOs to arrange official travel including transportation and rental cars except when authorized in accordance with par. U3110. See component regulations for CTO use information.

B. Requirements

1. When making travel arrangements, travelers should use the following:
 - a. a CTO (see Appendix A),
 - b. in-house travel offices, or
 - c. General Services Administration (GSA) Travel Management Centers (TMCs).
2. All travel arrangements must be made in accordance with:
 - a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;
 - b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and
 - c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall **not** be authorized or approved unless the conditions in par. U3125-C or U3130-F are met.

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.
2. CTO Not Available. When the authorizing/order-issuing official certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. For reimbursement for personally-procured transportation in lieu of using Government or Government-procured transportation under this Part, see par. U3110.

B. Class of Service

1. General. Government policy is that:
 - a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;

- b. members should determine travel requirements in sufficient time to use coach-class accommodations;
- c. first-class accommodations may be used only as permitted in par. U3125-B3;
- d. premium-class other than first-class accommodations may be used only as permitted in par. U3125-B4;
- e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;
- f. less than minimum standards may be authorized as permitted in par. U3100; and
- g. *when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."*

2. Officials Who May Authorize/Approve Premium-Class Air Accommodations Use. The officials listed below may authorize first-class air accommodations use by members under their jurisdiction. This authority may be redelegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.

- a. Department of Defense, see DoDD 4500.9 (Transportation and Traffic Management);
- b. The Secretary of Health and Human Services;
- c. The Director, USNOAA Corps; and
- d. The Secretary or Deputy Secretary of Transportation.

Appropriate authority, in accordance with Service regulations, may authorize/approve premium-class other than first-class accommodations, except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class accommodations use.

*3. First-Class Air Use. First-class air accommodations may be authorized/approved only when necessary because:

- a. lower class accommodations are not reasonably available. In par. U3125-B, reasonably available means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member's proposed departure time, and scheduled to arrive within 24 hours of the member's proposed arrival time. Reasonably available does not include a scheduled arrival time later than the member's required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty.
- b. a traveler is so handicapped or otherwise physically impaired that other accommodations cannot be used. Determination of this condition must be substantiated by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7250-B and U7251-B, to accompany an attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's service en route.
- c. of exceptional security requirements. Examples are:
 - (1) a member whose use of other than first-class accommodations would entail danger to the member's life or Government property;
 - (2) agents of protective details accompanying individuals authorized to use first-class accommodations; and

- (3) couriers and control officers accompanying controlled pouches or packages.

***NOTE:** *First-class accommodations may be used without authorization/approval only in two circumstances:*

a. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When this is the case, the transportation officer/agent must make an appropriate entry on the travel order or other travel-related document as appropriate.

b. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics_regulation/index.html or service regulations for the non-DoD Services.)

*4. Premium-Class other than First-Class Use. Premium-class other than first-class accommodations use may be authorized/approved only when:

a. Regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.

b. Space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.

c. Necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when that traveler is authorized premium-class other than first-class accommodations use and requires the attendant's service en route

d. The accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.

e. Coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is authorized/approved in accordance with the Fly America Act. (see par. U3125-C for rules governing U.S. flag carrier use.)

f. The accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.

g. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html or appropriate service regulations for the non-DoD Services.

Effective 13 September 2002

h. Travel is direct between authorized origin and destination points (one of which is OCONUS) that are separated by several time zones, and the scheduled flight time (including stopovers) is in excess of 14 hours. *Scheduled flight time is the time between the scheduled flight departure from the PDS/TDY point until the scheduled flight arrival at the TDY point/PDS. A rest stop (see par. U4325-D) is prohibited when travel is authorized by premium-class accommodations.*

*n. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html or service regulations for non-DoD Services.

3. Nonavailability Documentation. When the order-issuing official determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a noncertificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel orders and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

*a. General. Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines:

- (1) when U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;
- (2) when U.S. flag air carrier service is not available at origin or an interchange point, noncertificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;
- (3) when schedule selection leaves the traveler at a location from which there is no choice but to use non-certificated air service between the CONUS or non-foreign OCONUS location, and a foreign OCONUS location, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par.U3125-C4a. when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (*schedules are for illustrative purposes only and do not reflect actual airline schedules*):

Schedule I
Monday/Tuesday/Thursday/Saturday/Sunday

	City	Time	Air Carrier
Leave:	Ankara	0830	Foreign
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Foreign
Arrive:	Stuttgart	1410	

Schedule II
Wednesday/Friday/Saturday

	City	Time	Air Carrier
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1940	

Schedule III
Wednesday/Friday/Saturday

	City	Time	Air Carrier
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Schedule IV
Daily (except Saturday)

	City	Time	Air Carrier
Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. U3125-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

6. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part or all of the trip, the transportation cost on the foreign air carrier *is not payable* (41 CFR §301-10.143).

U3130 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial ship transportation may be directed for transoceanic travel only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents may have travel by car ferry authorized/approved as specified in par. U5116-C3. Without authorization/approval, reimbursement is based on constructed air transportation costs.

B. Authorization To Use Commercial Ship. Commercial ships use may be authorized/approved by the order-issuing official when:

1. the travel can be completed only by ship;
2. the travel can be performed more economically or efficiently by ship; or
3. competent medical authority certifies that the traveler is medically unable to use air transportation and ship transportation is the only reasonable alternative.

C. Accommodations on Ships. Members who travel by ship shall use least costly first-class ship accommodations. More costly first-class ship accommodations may be used only as permitted in par. U3130-D.

D. Authorization/Approval for More Costly First-Class Ship Accommodations Use

1. Authorization/Approval. Except for travel using Coast Guard funds, use of more costly first-class accommodations under the circumstances specified in par. U3130-E may be authorized/approved by the order-issuing official. The Commandant/Vice Commandant of the Coast Guard must authorize/approve more costly first-class accommodations when Coast Guard funds are used.
2. Requirements. Authorization for more costly first-class ship accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel.

E. More Costly First-Class Ship Accommodations Use. More costly first-class accommodations may be authorized/approved only when:

1. least costly first-class accommodations are not available;
2. necessary to accommodate a member's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. More costly first-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7251-D and U7252-B to accompany an attended traveler when the attended traveler is authorized more costly first-class accommodations use and requires the attendant's service en route;

3. there are exceptional security requirements. Examples are:
 - a. a member whose use of least costly first-class accommodations would entail danger to the member's life or Government property;
 - b. agents of protective details accompanying individuals authorized to use more costly first-class accommodations; and
 - c. couriers and control officers accompanying controlled pouches or packages.

F. U.S. Registry Ship Use

1. General. U.S. flag ships shall be used except as provided in pars. U3130-F2 and U3130-F3 (46 U.S.C. §1241 (a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. flag ship cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, May 1, 1978).
2. U.S. Flag Ship Use Impracticable. When U.S. flag ships use would seriously interfere with/prevent the performance of official business, the order-issuing official may authorize/approve foreign flag ship use. Documentation required by par. U3125-C4 explaining why U.S. flag ship use is impracticable must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
3. U.S. Flag Ship Unavailable. When U.S. flag ships are not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. U3125-C3 is used explaining why U.S. flag ships are unavailable, and must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
4. Determination Required. The authorizations/approvals referred to in pars. U3130-F2 and U3130-F3 must not be based on inconvenience in securing transportation on U.S. flag ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

U3135 TRAIN TRANSPORTATION

A. Policy. Except as noted in this paragraph, members who travel by train must use coach-class accommodations. When adequate reserved coach accommodations are available, order-issuing officials shall require that those accommodations be used to the maximum extent possible. For overnight travel, members shall use slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

B. First-Class Train Accommodations Use

1. Authorization/Approval. Under the circumstances specified in par. U3135-C, the transportation officer may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. The Commandant/Vice Commandant of the Coast Guard must authorize/approve first-class accommodations use.
2. Requirements. Authorization for first-class train accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel.

C. Circumstances. First-class accommodations may be authorized/approved only when:

1. advantageous to the Government and no coach-class train accommodations are reasonably available. For the purpose of this paragraph, reasonably available means available and scheduled to leave within 24 hours of the member's proposed departure time, or scheduled to arrive within 24 hours of the member's proposed arrival

time. In the case of a direct route that requires overnight travel, reasonably available means slumber coach sleeping accommodations are available. Accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete duty are not reasonably available.

2. necessary to accommodate a member's/dependent's disability or other physical impairment, and the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant authorized under pars. U7250-B and U7251-B to accompany the attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's assistance en route.

3. there are exceptional security requirements. Examples are:

- a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,
- b. agents of protective details accompanying individuals authorized to use first-class accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

4. coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

D. Extra-Fare Train Service. Travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. The use of the lowest class of service available on any AMTRAK Acela or Metroliner train Service (including Acela Express) is advantageous to the Government. 'Business' class is the lowest available class of service on the Amtrak Acela Express or Metroliner train service. 'Coach' class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first-class accommodations may be authorized/approved only as provided in par. U3135-C.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in par. U3140-A for the travel involved.

U3145 CITY-PAIR PROGRAM

Regulations applicable to the Contract city-pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. Policy

GSA airlift contracted through the Contract City-Pair Program shall be used for uniformed members. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

1. Space or a scheduled contract flight (including a confirmed pet space (see **NOTE**) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing ((DoD 4500.9-R) - DTR, Part I, Chapter 103, par.B.2.c.(1) Note).

2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U3006);
3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE:** This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor-issued charge cards, or through a centrally billed account;
4. Rail service is available and that service is cost effective and consistent with mission requirements;
5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
 - a. the agency determines prior to the member's travel that this type of service is practical and economical to the Government; and
 - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. Scheduled Air Carriers

1. Contract air service between city-pairs (city-pair) shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. **If a contract city-pair fare is not available**, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.
2. **Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City-Pairs fares) when purchasing commercial airline tickets.**

C. Frequently Asked Questions about Using the Contract City-Pair Program

1. How does the program work?

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 70% average savings over regular walk-up fares,
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city-pair program and could jeopardize its future success.*

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:

Effective 9 June 00

- a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.) (see par. U3145-A1 regarding space for pets).
- b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.
- c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.

- d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, if there is a business class fare awarded for the applicable city-pair route unless one of the exceptions in paragraph 5, above applies. Not all city-pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Gov't funded travel to FEML, Emergency, COT and R&R leave locations and TDY ordered while on leave is considered official travel and therefore contract fares may be used to and from these authorized leave locations (see pars. U7200-A2, U7205-C, U7206, U7207-D3, U7300-C3 and U4105).***

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
To: San Francisco, CA and
Return to Atlanta, GA

City pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go Chicago for several days resulting in the following:

From: Atlanta, GA
To: Chicago, IL
From: Chicago, IL
To: San Francisco, CA and
Return to Atlanta, GA

Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city pair contract fares for this trip portion. Commercial fares are applicable to this trip portion. The city pair contract fare is applicable only to the trip portion from San Francisco, CA, to Atlanta, GA, with United Airlines at \$251.

NOTE: The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in this case is limited to the transportation cost by a direct route on an uninterrupted basis.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport which best suit their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. The Topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://www.fss.gsa.gov/citypairs/>, or contact one of the following PoCs below. Phone access should be used *only* by those without access to the internet.

Mr. Eddie Murphy
Contract Specialist
(703) 305-3376

Ms. Andrea Dingle
Contracting Officer
(703) 305-6190

Mr. Thomas Uberto
Contracting Officer
(703) 305-7822

PART B: PER DIEM ALLOWANCE*U4100 GENERAL**

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the departure day from and for the return day to the PDS, in which case per diem is computed as prescribed in par. U4147. *The per diem rate is determined based on the traveler's TDY location, not the lodging location.* If neither Government nor commercial quarters are available at the TDY location, see par. U4129-G. Per diem rates are prescribed at <http://www.dtic.mil/perdiem/pdrates.html>.

***NOTE:** *When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<http://www.dtic.mil/perdiem/pdrates>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.*

U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. periods of necessary delay awaiting further transportation,
2. periods of delay at ports of embarkation and debarkation in connection with a PCS,
3. periods of TDY directed in a PCS order,
4. delays to qualify for reduced travel fares (see par. U4325-E).

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not entitled to per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

B. Day of Leave or Proceed Time. A member is not entitled to per diem on any day classified as leave or proceed time.

NOTE: *A day used in a constructive travel computation for PCS mixed mode travel does not make that day a travel day (see par. U5160).*

C. When PCS MALT PLUS Per Diem Is Paid. A member is not authorized "Lodgings Plus" per diem for any day that PCS MALT PLUS per diem is paid.

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not entitled to per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY or away from the PDS. For transportation entitlement see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: A member departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

Change 193

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U4B-1

E. TDY within the Local Area of the PDS (Outside the PDS Limits). A member is not entitled to per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par U3500-B, unless overnight lodging is required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

F. Round Trips within 12 Hours. A member is not entitled to per diem for TDY which is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under orders directing no/limited reimbursement (Part A) are not entitled to per diem except as noted in par. U4001. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not entitled to per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-Crew Nuclear Submarines. A member under PCS orders is not entitled to per diem after 2400 on the day the member assigned to a two-crew nuclear submarine (SSBN) arrives at the homeport of the vessel and no further travel is performed away from the homeport under those orders (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Vessel. A member is not entitled to per diem for any period of TDY or training duty aboard a Government vessel when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. The TDY training duty is considered unbroken when a member transfers from one Government vessel to another at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

K. Aboard Vessel Constructed by Commercial Contractor. A member is not entitled to per diem for the period aboard a vessel constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

L. Field Duty. A member on field duty is not entitled to per diem except when the:

1. senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge, and/or Government meals at no charge for enlisted members, were not available during stated periods of the field duty;
2. member is participating in the advance planning or critique phase of the operation; or
3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured.

M. TDY Aboard Foreign (Nongovernment) Vessel. A member is not entitled to a per diem allowance for any period of TDY aboard a nongovernment foreign vessel when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure therefrom. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a nongovernment foreign vessel, reimbursement for the cost of such quarters shall be made under par. U4510.

N. Member in Missing Status. A member is not entitled to per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

A. TDY in Connection with Fitting-out or Conversion of a Ship or Service Craft. A member, assigned to TDY in connection with fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authorization ends on the date the member's assignment is changed from TDY in connection with fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship in connection with ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the Government.

B. Travel by U.S. or Foreign Government Vessel for 24 Hours or More

1. Member Not Charged for Meals. A member is not entitled to a per diem allowance when traveling aboard a U.S. or foreign government vessel when meals are furnished without charge, except on days of embarkation and debarkation if otherwise entitled thereto under par. U4105-C.

2. Member Charged for Meals. Members traveling aboard a U.S. or foreign Government vessel, other than an oceangoing car ferry, of 24 hours or more as passengers (except those aboard for TDY or training) who are charged for meals shall be paid a per diem allowance equal to the cost of the meals furnished, except on the day of embarkation and debarkation.

C. Travel, TDY Aboard Commercial Vessel or U.S. Government Vessel Totally Leased for Commercial Operation. Except for the day of arrival (day of embarkation) and the day of departure (day of debarkation), a member (including Coast Guard members performing inspection aboard U.S. merchant vessels) traveling on TDY aboard a U.S. Government vessel leased to and operated by a commercial company or a commercial vessel, other than an oceangoing car ferry, is entitled to a per diem allowance of \$6 per day. When the \$6 rate is not sufficient to meet the member's subsistence expenses, a per diem rate equal to the anticipated expenses may be authorized/approved. Such rate may not exceed \$25 and the order-issuing official should state in the orders the circumstances warranting the increased rate.

D. Field Duty. The Secretary concerned may prescribe a per diem rate in a lesser amount than prescribed in <http://www.dtic.mil/perdiem/opdrform.html>, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in <http://www.dtic.mil/perdiem/opdrform.html>, regardless of their OCONUS location and may be paid during periods which would otherwise be considered field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under <http://www.dtic.mil/perdiem/opdrform.html>, calculated according to the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no redelegations.

E. Member Dies while in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, mileage, or a MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death not to exceed the official distance of the ordered travel.

F. Ordered to TDY while on Leave. *This subparagraph applies only if the need for the TDY is unknown prior to the member's departure on leave.* If the TDY is known before departure on leave, the member is reimbursed actual travel expenses up to the constructed round-trip cost between the PDS and TDY location.

1. TDY at Leave Point. A member on leave away from the PDS, who receives a TDY order to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the order.

2. TDY at other than Leave Point

a. Authorized to Resume Leave upon TDY Completion. A member on leave away from the PDS, who receives a TDY order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the order is received, whichever applies), and the TDY location (see par. U3100-B). TDY allowances are payable at the TDY location.

b. Directed to Return to PDS upon TDY Completion. A member away from the PDS, who receives a TDY order at other than the leave point, is authorized transportation and per diem for travel from the:

(1) leave address (or place at which the order is received, whichever applies), to the TDY station (see par. U3100-B), and

(2) TDY station to the PDS.

TDY allowances are payable at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member is authorized PCS travel and transportation allowances for travel performed from the:

(1) old PDS to the leave address or to the place at which the order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and

(2) leave address or place at which the order is received, as applicable, to the TDY station; and

(3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

G. Orders Canceled while Member En Route to TDY Station. If TDY orders are canceled while a member is en route to the TDY station, round trip travel and transportation allowances are authorized from the PDS to the point where cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY within the Limits of PDS. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty. For transportation entitlements see Chapter 3.

U4115 INTERNATIONAL DATELINE

Actual elapsed time is used rather than calendar days in computing per diem when crossing the International Dateline (IDL) (180th meridian). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Sunday just east of the IDL it is Monday just west of the IDL. (See 39 Comp. Gen. 853 (1960).)

U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

Per diem computed under this Part is based on the 'LODGINGS-PLUS' system. The total daily per diem amount may not exceed the applicable daily locality rate. See par. U2510 concerning receipts.

U4127 LODGING TAX UNDER THE LODGINGS-PLUS SYSTEM

A. CONUS and Non-foreign OCONUS Areas. The maximum locality amount for lodging in CONUS and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid except when MALT PLUS per diem for POC PCS travel is paid. See par. U4520-A5.

B. Foreign Areas. The maximum locality amount for lodging in foreign areas (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. *Taxes on lodging in foreign areas are not separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid.*

U4129 LODGING UNDER THE LODGINGS-PLUS SYSTEM

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at <http://www.dtic.mil/perdiem/pdrates.html>, whichever is less. Reimbursement for commercial lodging cost incurred for any day that the member was TDY to a US Installation and Government quarters were available on that installation is in par. U1045.

B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

C. Government Quarters. A fee/service charge paid for Government quarters is an allowable lodging expense.

D. Double Occupancy. In the case of double occupancy, a member is allowed one-half of the double occupancy charge if a room is shared with another member or Government employee on official travel. Otherwise, the member is allowed the single room rate. *The member must provide the single room rate.*

E. Lodging with Friends or Relatives. *No cost for lodging is allowed if a member stays with friends/relatives while TDY, even if payment of lodging is made to the friend/relative.*

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the authorizing/order-issuing official/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Chapter 4, Part C) ceiling for the location where lodging is obtained is used for computation *only* when a member is TDY at a place where neither Government nor commercial quarters are available. **NOTE:** *This subparagraph applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the authorizing/order-issuing official.*

U4131 REIMBURSEMENT FOR AN APARTMENT, HOUSE, MOBILE HOME, TRAVEL TRAILER, OR RECREATIONAL VEHICLE WHILE TDY

A. General. An apartment, house, mobile home, travel trailer, or recreational vehicle (for example, a camper, camping vehicle), or a privately owned mobile home, travel trailer, or recreational vehicle qualifies as quarters. Par. U4129-E applies for lodging with friends/relatives.

B. Expenses. Allowable expenses that are part of the actual lodging costs are:

1. Rent of the apartment, house, mobile home, travel trailer or camping vehicle;
2. Rent of a parking space for the mobile home, travel trailer or camping vehicle;
3. Rent of appropriate and necessary furniture, such as a stove, a refrigerators, chairs, a table, a bed, a sofa, television and a vacuum cleaner;
4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil and sewer charges;

5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and long distance calls. See par. U4505 for official communications*); and
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned.

U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM

Public Health Service members, and others, TDY in remote Alaskan villages where there are no Government quarters, or where there are no suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality per diem rate. Vouchers must be supported by receipts for the barter goods (as an exception to the \$75 or more receipt rule) together with the member's certification that the barter goods were delivered to the householder for lodgings received.

U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

1. When it is necessary for a member to retain lodgings at one TDY location (location A) for other than personal convenience and procure lodgings at a second TDY location (location B) on the same calendar day, the lodging cost incurred at the second TDY location (location B) is used for computing the member's per diem for TDY at that location (location B) for that day.
2. The lodging cost incurred at the first location (location A) is reimbursable as a miscellaneous expense allowance (par. U4520-B4j) if approved by the authorizing/order-issuing official (60 Comp. Gen. 630 (1981)).
3. Reimbursement for the actual lodging cost at the first TDY location (location A) shall not exceed the amount of per diem or AEA plus lodging taxes that would have been paid had the member remained at location A overnight.
4. An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. Example: An order is prepared to direct TDY at location C for 150 days. The authorizing/order-issuing official knows the member is to spend limited time at location C and is also going to one or more other locations for lengthy periods during the TDY period. Using the authority of this paragraph to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at location C violates the intent of this authority and is not authorized.

EXAMPLE 1

NOTE: *Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.*

A member, who leased an apartment while TDY at location A, was required to perform additional TDY in location B for 5 days. The authorizing/order-issuing official agreed that it would be more economical for the member to retain the apartment in location A while TDY in location B and authorized/approved reimbursement for the \$45 daily apartment cost in location A as a miscellaneous expense allowance (par. U4520-B4j). The lodging cost incurred in location B (\$95 per day) was used for computing the member's per diem while TDY in that location.

Applicable Per Diem Rates at the Time of This Example

Location	Max Lodging	M&IE	Total
A	\$130	\$46	\$176
B	\$119	\$46	\$165

Reimbursement for the Location A Apartment for 5 days		
Lodging Cost	Number of Days	Total
\$45	5	\$225
Per Diem for the TDY Assignment in Location B		
First Day (Day of departure from location A and arrival in location B):		
Lodging	M&IE	Total
\$95	\$46	\$141 plus lodging tax (see note)
Second thru Fifth Day (M&IE + lodging cost) x 4 days		
Lodging	M&IE	Total
\$95	\$46	\$141 X 4 days = \$564 plus lodging tax (see note)
Day of Return to Location A (lodging cost + M&IE)		
Lodging	M&IE	Total
\$45	\$46	\$91

EXAMPLE 2

NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

A member occupied Government quarters while on a training assignment at a U.S. installation in location C. The member was required to perform additional TDY for 3 days in location D. If the member vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The authorizing/order-issuing official agreed that it would be more economical for the member to retain the Government quarters while TDY in location D and authorized/approved reimbursement for those quarters as a miscellaneous expense allowance (par. U4520-B4j). The lodging costs (\$110) incurred in location D were used to determine the member's per diem while TDY in that city.

Applicable Per Diem Rates at the Time of this Example			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
Reimbursement for Government Quarters for 3 Days			
Lodging	Number of Days	Total	
\$25	3	\$75	
Per Diem for the TDY Assignment in Location D			
First Day			
(Day of Departure from Location C and Arrival in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax (see note)	

Second and Third Day (Lodging Cost + M&IE) x 4 days		
Lodging	M&IE	Total
\$110	\$46	\$156 X 2 days = \$312 plus lodging tax (see note)
Day of Return to Location C (Lodging Cost + M&IE)		
Lodging	M&IE	Total
\$25	\$38	\$63

U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS

A. General. When a member purchases and occupies a residence at a TDY point, the following costs are lodging expenses (57 Comp. Gen. 147 (1977)). Monthly:

1. Interest;
2. Property tax;
3. Utility cost actually incurred (does not include any installation and hook-up charges).

B. Daily Lodging Cost Determination. Allowable expenses are prorated on a 30-day month basis. *In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Chapter 4, Part C) is authorized/approved.*

U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

Lodging cost for quarters jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9202-C). When dependents are not traveling at Government expense, the member is entitled to the single room rate.

U4141 LODGING OBTAINED ON A WEEKLY OR MONTHLY BASIS

When a member obtains lodging on a weekly or monthly basis, the daily lodging cost is computed by dividing the total periodic (i.e., weekly, monthly) lodging cost by the number of days the member is entitled to the lodging portion of per diem (62 Comp. Gen. 63 (1982)). This computation presumes that the member acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting lodgings at a daily rate.

EXAMPLE:

1. A member is TDY at a location where the per diem is \$85 (\$55 for lodging and \$30 for M&IE).
2. The member obtains lodging on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. In a normal month, the daily lodging cost would be \$30 (\$900/30 days).
4. In June the member took leave for 10 days and is entitled to per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be \$45 per day (\$900/20). Since the \$45 daily lodging cost does not exceed the authorized \$55 lodging ceiling, the member is reimbursed \$45 per day for lodging for each of the 20 per diem eligible days in June.

U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)) unless an AEA is authorized/approved under Chapter 4, Part C.

U4145 PER DIEM COMPUTATION

A. General. Ordinarily, per diem is based on the TDY location of the member at 2400. There are occasions, however, when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the member had been at the lodging location at 2400 of the preceding day.

B. Stopover Point. If authorized travel requires more than 1 day and a stopover for the night is required, per diem at the stopover point is based on the stopover point locality per diem rate.

C. M&IE Payment. The M&IE rate is payable to the member without itemization of expenses and without receipts. Box lunches, in-flight meals and rations furnished by the Government on military aircraft are not a Government mess for per diem computation purposes.

D. Meal Rate. The meal rate established by the order cannot be reduced after—the—ordered travel has been completed except for a deductible meal (Government meals paid for by the member and consumed in a Government mess are not deductible meals, see par. U4165). However, authorizing/order-issuing officials/schoolhouse commanders may amend the orders to direct immediate and/or future meal rate changes.

U4147 PER DIEM COMPUTATION FOR DEPARTURE FROM AND RETURN DAYS TO PDS.

1. 75% of the appropriate M&IE rate (see <http://www.dtic.mil/perdiem/pdrates.html>) is paid for the days of departure from and/or return to the PDS in connection with TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR shall not apply.
2. The M&IE rate for the days of departure from and/or return to the PDS is the M&IE rate (see <http://www.dtic.mil/perdiem/pdrates.html>) applicable to the first/last TDY station, except when en route travel requires more than one day and a stopover for the night is required. When that occurs, the M&IE rate for the en route stopover point applies to the day of departure from/return to the PDS.
3. Stopover Point. If authorized return travel to the PDS requires more than 1 day and multiple stopovers are required, the maximum per diem is based on the locality per diem rates of the additional stopover points with the locality per diem rate for the final stopover point applying to the final day of travel to the PDS.
4. Lodging Not Procured. The per diem rate for the day of departure from the PDS is based on the member's TDY location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the destination is the applicable M&IE rate.

U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS

A. Locality Rate. See <http://www.dtic.mil/perdiem/pdrform.html> for the applicable locality rate.)

B. Government Meal Rate (GMR). The standard GMR for meals in a Government mess plus \$2 for incidental expenses is paid. This rate applies each day that:

1. Adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
2. The GMR is directed,

3. The Government mess is available for all three meals on the U.S. installation to which the member is assigned TDY, and

4. The member is not traveling, or

C. Proportional Meal Rate (PMR). The PMR plus \$2 for incidental expenses is paid. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,

2. At least one meal is available and directed where the member is assigned TDY, and

3. The member is not traveling.

U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS

A. Applicable Locality Rate. See <http://www.dtic.mil/perdiem/opdrform.html>. Use \$3.50 for the incidental expense rate instead of the incidental expense rate for the locality concerned when adequate Government quarters are available on the U.S. installation to which the member is assigned TDY, or

B. The Standard GMR for Meals in a Government Mess Plus \$3.50 for Incidental Expenses. This rate applies each day that:

1. Adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,

2. The GMR is directed,

3. The Government mess is available for all three meals on the installation to which the member is assigned TDY, and

4. The member is not traveling.

C. PMR Plus the Incidental Expense Rate. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,

2. At least one meal is available and directed in a Government mess on the U.S. installation to which the member is assigned TDY, and

3. The member is not traveling.

D. OCONUS Incidental Expense Rate. The OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. Installation (see <http://www.dtic.mil/perdiem/opdrform.html>), or \$3.50 when the member is TDY to a U.S. installation and Government quarters are available on that U.S. Installation. Two exceptions are noted below. The authorizing/order-issuing official can determine that \$3.50 is:

1. Adequate when the member *is not lodged* on a U.S. Installation. *The OCONUS incidental expense rate of \$3.50 may be authorized and must be stated in the travel order.*

2. Not adequate when the member is lodged on a U.S. Installation. The locality incidental expense rate (see <http://www.dtic.mil/perdiem/opdrform.html>) may be authorized and must be stated in the travel order.

U4153 PER DIEM ON ARRIVAL OR DEPARTURE AT TDY POINT

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the port of embarkation/debarkation M&IE rate applies.

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

The schoolhouse commander is authorized to determine the appropriate meals rate – regardless of what the authorizing/order-issuing official may put in a TDY order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be in the order. If that information is not available prior to order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

U4157 LODGING PER DIEM COMPUTATION

Lodging while on TDY or at a delay point, may not exceed the locality per diem lodging ceiling for the TDY or delay location in <http://www.dtic.mil/perdiem/pdrform.html>, or <http://www.dtic.mil/perdiem/opdrform.html>. The lodging cost, or the locality lodging ceiling whichever is less, is added to the M&IE rate for that location to determine the per diem rate for the day. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Chapter 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply. See par. U4129-G.

U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS

A. M&IE Rate. M&IE of 75% of the M&IE rate for the TDY location in <http://www.dtic.mil/perdiem/pdrform.html>, or <http://www.dtic.mil/perdiem/opdrform.html> is payable. If more than one TDY location is involved and the member is not required to obtain lodging, M&IE of 75% of the highest M&IE rate is payable. If the member must obtain lodging, the rules for travel of more than 24 hours apply. *Per diem is not authorized under this subparagraph when travel is performed in the local area (see par. U4510 for occasional meals authority).*

B. Lodging Not Required. If lodging is not required, per diem is 75% of the TDY location M&IE rate for one day even if the time period is over two calendar days.

C. Lodging Required with/without Cost. If lodging is required, the rules for travel of more than 24 hours apply.

U4161 GOVERNMENT MESS USE UNDER SPECIAL CIRCUMSTANCES

Under the following conditions, members are not entitled to the meals portion of the M&IE allowance:

1. Field duty,
2. Duty on a U.S. Government vessel,
3. Members traveling together under orders directing no/limited reimbursement, or
4. Essential unit messing (EUM).

U4163 ESSENTIAL UNIT MESSING (EUM)

When the Secretary concerned, or for a JTF the Combatant/JTF Commander, determines that Government messing is essential to accomplish training and readiness, there is no entitlement to the meal portion of the M&IE allowance. The incidental expense rate is \$2 in CONUS, or the appropriate OCONUS incidental rate at <http://www.dtic.mil/perdiem/opdrform.html>, or \$3.50 OCONUS when the authorizing/order-issuing official determines \$3.50 to be adequate for anticipated expenses. *The \$3.50 rate must be stated on the order for it to be paid.* Members ordered to use EUM, who must procure occasional meals, are entitled to reimbursement under par. U4510. *In accordance with par. U4151-D, if orders do not state otherwise, the locality incidental rate is paid.*

U4165 DEDUCTIBLE MEALS

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided (see par. U2555-E3).

2. A deductible meal is a meal:

- a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
- b. Included in a registration fee paid by the Government;
- c. Furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
- d. Furnished by the Government at no cost to a member.

3. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$2 in CONUS, or the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/opdrform.html>) or \$3.50 OCONUS) is payable.

U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:

- a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the *only method* of providing adequate subsistence to members,
- b. In-flight meals,
- c. Rations furnished by the Government on military aircraft,
- d. Government meals paid for by the member and consumed in a Government mess,
- e. Meals furnished on commercial aircraft, or
- f. Meals provided by private individuals.

2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$2 in CONUS, or the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/opdrform.html>) or \$3.50 OCONUS) is payable.

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the authorizing/order-issuing official authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

U4171 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A HOTEL

Meals provided by a common carrier or complimentary meals provided by a hotel/motel do not affect per diem.

U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

A. Government Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Please check Appendix A for current GMR.

B. U.S. and Non-foreign OCONUS Lodging Taxes. The maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. *Taxes on lodging in the U.S. and non-foreign OCONUS areas are separately reimbursable travel expenses, except when MALT PLUS per diem for POC travel is paid.*

C. Foreign Lodging Taxes. The maximum amount allowed for lodging in foreign areas (see foreign locations in <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. *Taxes on lodging in foreign areas are not separately reimbursable.*

D. Examples.

EXAMPLE 1			
Per Diem Rate			
Max Lodging	M&IE	Total	
\$57	\$30	\$87	
Actual lodging cost is \$62 per night and Government mess is not available at the TDY point.			
Itinerary			
Date	Travel Status	Transportation Mode	Mileage
10 May	Depart PDS	POC	340 miles
	Arrive TDY Station		
11 May	TDY		
12 May	TDY		
13 May	Depart TDY Station	POC	340 miles
	Arrive PDS		
Reimbursement (Effective 21 January 2002)			
Date	Computation	Total	
10 May (travel day)	$(\$30 \text{ (M\&IE)} \times 75\%) + \$57 \text{ (max lodging)} =$ (actual lodging cost was \$62 but limited to \$57)	\$ 79.50	
11 May	$\$30 + \57	87.00	
12 May	$\$30 + \57	87.00	
13 May (travel day)	$\$30 \times 75\%$	22.50	
680 miles x \$0.365 per mile =		\$ 248.20	
Total Reimbursement =		\$524.20	

EXAMPLE 2		
Per Dem Rate		
Max Lodging	M&IE	Total
\$55	\$30	\$85
Member TDY to a U.S. Installation. Lodging on the U.S. Installation in Government quarters is \$6 per night. The Government meal rate is directed. Breakfast is not available on the 17 th and the authorizing/order-issuing official approves the increase to the PMR for the 17 th . NOTE: Government mess deductions are never made for arrival and departure days. In this example, a GMR of \$8 is used, and a proportional meal rate (PMR) of \$18 is used.		

Itinerary		
<u>Date</u>	<u>Travel Status</u>	
15 March	Depart Residence	
	Arrive US Installation	
16 March	TDY	
17 March	TDY	
18 March	TDY	
19 March	Depart US Installation	
	Arrive Residence	
Reimbursement		
<u>Date</u>	<u>Computation</u>	<u>Total</u>
15 March	(\$30 (M&IE) x 75%) + \$6 (Govt. quarters) =	\$ 28.50
16 March	\$10 (GMR) + \$6 =	16.00
17 March	(\$18 (PMR) + \$6 =	24.00
18 March	\$10 + \$6 =	16.00
19 March	\$30 x 75% =	22.50
TOTAL		\$ 107.00

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General. A member who voluntarily returns to the PDS, or residence from which the member normally commutes daily to the PDS, during a TDY period for personal reasons is authorized the lesser of:

1. per diem or AEA for the actual travel time (*no per diem or AEA while at the PDS*) and transportation expenses for the travel from the TDY point to the PDS and return; or
2. per diem or AEA that would have been allowed had the member stayed at the TDY point.

NOTE: No allowances are credited for any day the member was in a leave status.

B. Computation. The following are examples of computing per diem allowances and making cost comparisons under this paragraph:

NOTE: The GMR used in the following example(s) are for illustrative purposes only. Please check Appendix A (GMR) for current Government meal rates.

EXAMPLE 1

Member performed TDY. The member returned to the PDS during the intervening weekend.

ITINERARY:				
23 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
24-26 June	TDY			
27 June	Dep:	TDY Station	POC	
	Arr:	PDS (personal reasons)		325 miles
28 June	At PDS			
29 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
30 June – 2 July	TDY			
3 July	Dep:	TDY Station	POC	
	Arr:	PDS		325 miles

Lodging cost \$60 per night. Per diem rate is \$82, lodging maximum is \$52 and M&IE maximum is \$30. Government mess is not available at the TDY point.

In this example the member is due \$1059.25 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.

Effective 21 January 2002

*REIMBURSEMENT:		
Cost Comparison		
Actual Cost:		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	\$ 74.50
6/24	\$30 plus \$52	82.00
6/25	\$30 plus \$52	82.00
6/26	\$30 plus \$52	82.00
6/27	75% times \$30	22.50
6/29	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52)=	74.50
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$42	82.00
7/2	\$30 plus \$42	82.00
7/3	75% times \$30	22.50
2 round trips of 650 miles = 1300 x \$0.365 per mile=		474.50
Total Reimbursement=		\$1160.50

Constructive Cost:		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	\$ 74.50
6/24	\$30 plus \$52 =	82.00
6/25	\$30 plus \$52 =	82.00
6/26	\$30 plus \$52 =	82.00
6/27	\$30 plus \$52 =	82.00
6/28	\$30 plus \$52 =	82.00
6/29	\$30 plus \$52 =	82.00
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$52 =	82.00
7/2	\$30 plus \$52 =	82.00
7/3	75% times \$30 =	22.50
1 round trip of 650 miles = 650 x \$0.365 per mile =		237.25
Total Reimbursement =		\$1072.25

EXAMPLE 2

Member performed TDY with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	

	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July	TDY			
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging on post in Government quarters costs \$6 per night and a Government mess is available for all three meals and its use directed. Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.

Effective 21 January 2002

*REIMBURSEMENT:		
Cost Comparison		
Actual Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	75% times \$26 = \$19.50 =	19.50
7/13	75% times \$26 = \$19.50 plus \$6 =	25.50
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
2 round trips of 370 miles = 740 x \$0.365 per mile =		270.10
Total Reimbursement =		\$408.10

Constructive Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	\$10.00 plus \$6 =	16.00
7/12	\$10.00 plus \$6 =	16.00
7/13	\$10.00 plus \$6 =	16.00
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
1 round trip of 370 miles = 370 x \$0.365 per mile =		135.05
Total Reimbursement =		\$276.05

In this example the member is due \$276.05.

**U4177 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN
[HTTP://WWW.DTIC.MIL/PERDIEM/PDRATES.HTML](http://www.dtic.mil/perdiem/pdrates.html)**

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service (also see par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. *In the absence of such an authorization, travel orders prescribing rates of per diem different from those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> are without effect and the locality rates in <http://www.dtic.mil/perdiem/pdrates.html> are used.* Reduced rates of per diem should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 7 days in CONUS.

U4179 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands or order-issuing officials think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Per Diem Rates
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part C.

U4181 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is entitled to the allowances prescribed in par. U4225-D.

U4183 QUICK REFERENCE TABLES - PER DIEM ENTITLEMENTS

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part B. See pars. U4163 and U4800 when JTF operations are involved.

Quick Reference - Per Diem Entitlements						
TDY Travel of More Than 24 Hours						
(1) Day of Departure from PDS			Abbreviation used: Govt. = Government GMR = Government meal rate			
Footnotes: See table # 4			NTE = Not to exceed PMR = Proportional meal rate			
	a	b	c	d	e	f
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied Govt. quarters.	Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. Traveler elected not to occupy available Govt. quarters.	Traveled overnight – no lodging required	Overnight lodging required at a stopover en route to TDY	Arrived on same day as departed from PDS at TDY location where per diem at a lesser amount than rate prescribed for TDY location was authorized under par. U4177.
Per Diem for Day of Departure from PDS ^{6/}	75% of M&IE Rate for TDY Locality ^{1/} plus lodging cost NTE maximum lodging prescribed for TDY locality. ^{2/, 5/}	75% of M&IE rate for TDY locality ^{1/} plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality ^{1/} plus cost of lodgings occupied NTE cost of available Govt. quarters. (No reimbursement for lodging tax.)	75% of M&IE Rate for destination TDY Locality ^{1/}	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. ^{2/, 5/}	75 % of M&IE rate for TDY locality ^{1/} plus lodging ^{2/, 5/} cost NTE maximum lodging prescribed for TDY locality. (Per diem rate authorized under par. U4135 applies to full days at TDY location.)

(2) Whole Days of Travel - CONUS						
Footnotes: See table # 4			Abbreviations used: Govt. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate			
	a	b	c	d	e	f
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at CONUS TDY locality (not on U.S. installation).	Each whole day at a CONUS TDY locality (on U.S. installation) - traveler occupies Govt. quarters.	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at CONUS locality where per diem in lesser amount than prescribed rate for TDY location was authorized under par. U4177.
Per Diem for Whole Days of Travel ^{6/}	M&IE applicable to CONUS TDY locality plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} .	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, (2) PMR plus \$2 if directed in orders and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$2 when orders direct essential unit messing and 3 meals are available to the member. PMR plus \$2 applies if 3 meals are not available to the member. ^{1/}	M&IE applicable to CONUS TDY locality plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} (If directed in orders, M&IE is PMR plus \$2 when deductible meals are provided ^{7/} - JFTR, par. U4165-1)	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, (2) Standard GMR plus \$2, if directed in orders, (3) PMR plus \$2 if directed in orders, or (4) no amount for meals plus \$2 when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability) (see JFTR, par. U4149 for determination of M&IE rate))	M&IE plus cost of lodging not to exceed cost of Govt. quarters (Lodging taxes are not reimbursable). (M&IE may be at (1) rate prescribed for TDY locality, (2) Standard GMR plus \$2, if directed in orders, (3) PMR plus \$2 if directed in orders, or (4) no amount for meals plus \$2 when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability) (see JFTR, par. U4149 for determination of M&IE rate))	Per diem at the rate authorized under par. U4177.

(3)Whole Days of Travel – OCONUS						
Abbreviations used: Govt. = Government GMR =Government mealrate Footnotes: See table # 4 NTE = Not to exceed PMR = Proportional meal rate						
	a	b	c	d	e	f
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at OCONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at OCONUS TDY locality (not on U.S. installation)	Each whole day at an OCONUS TDY locality (on U.S. installation). Traveler occupied Govt. quarters.	Each whole day at an OCONUS TDY locality (on U.S. installation) when member elects not to occupy available Govt. quarters.	Each whole day at OCONUS locality where per diem in lesser amount than prescribed rate for TDY location was authorized under par. U4177.
Per Diem for Whole Days of Travel ^{6/}	M&IE ^{4/} applicable to OCONUS TDY locality plus cost of lodging ^{5/} NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, (2) PMR plus \$3.50 if directed in orders and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3.50 when orders direct essential unit messing and 3 meals are available to the member. PMR plus \$3.50 applies if 3 meals are not available to the member. ^{1/})	M&IE ^{4/} applicable to OCONUS TDY locality plus cost of lodging ^{5/} NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters. (M&IE may be at (1) meal rate prescribed for TDY locality plus \$3.50, (2) Standard GMR plus \$3.50 ^{3/} , if directed in orders, (3) PMR plus \$3.50 ^{3/} , if directed in orders, or (4) no amount for meals plus \$3.50 ^{3/} when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability and par. U4149 for applicable M&IE rate).	M&IE plus cost of lodging not to exceed cost of Govt. quarters ^{5/} . (M&IE may be at (1) rate prescribed for TDY locality, (2) Standard GMR plus \$3.50 ^{3/} , if directed in orders, (3) PMR plus \$3.50 ^{3/} , if directed in orders, or (4) no amount for meals plus \$3.50 ^{3/} when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability and par. U4149 for applicable M&IE rate))	Per diem at the rate authorized under par. U4177.

(4) Day(s) of Return to PDS					
Abbreviations used: Govt. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate					
	a	b	c	d	e
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.	On day of departure from TDY overnight lodging was required at a stopover en route to the PDS.	On day travel ended lodging was required en route to the PDS.	Arrived at PDS on same day as departed TDY location where per diem in lesser amount than prescribed rate was authorized under par. U4177.
Per Diem for Day of Return to PDS^{6/}	75% of M&IE rate for last TDY locality. ^{1/}	For day of departure from TDY location M&IE at the rate prescribed for the TDY locality. Day of arrival at PDS 75% of the M&IE rate for the TDY locality. ^{1/}	For day of departure from TDY: M&IE plus lodging ^{2/, 5/} cost NTE rate for stopover locality. For day of arrival at PDS: 75% of M&IE rate for stopover locality.	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the order-issuing official (see par. U4169).	75% of M&IE prescribed for the TDY locality.
<p>*Footnotes</p> <p>1/ GMRs/PMRs and the \$3.50 incidental rate do not apply on day of departure from or return to PDS or any day the member is traveling.</p> <p>2/ Lodging tax is separately reimbursed for lodging in CONUS and non-foreign OCONUS areas because an amount is not included in the applicable maximum lodging amount for taxes.</p> <p>3/ The authorizing/order-issuing official can determine that \$3.50 is not adequate for TDY on a foreign OCONUS U.S. installation and authorize/approve the incidental expenses rate for the TDY locality prescribed on http://www.dtic.mil/perdiem/opdrform.html. Payment of the locality incidental expense rate for the TDY locality must be stated in the travel order.</p> <p>4/ For OCONUS travel the authorizing/order-issuing official can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the IE prescribed for the TDY locality, is adequate for anticipated expenses when the member is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the orders.</p> <p>5/ Lodging tax is not separately reimbursable for foreign area lodging because an amount is included in the applicable foreign area maximum lodging amount for taxes.</p> <p>6/ (a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.).</p> <p>(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for travel OCONUS and is part of the incidental expense (IE) allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.</p> <p>7/ On any day that 3 deductible meals are provided without cost to the traveler, no reimbursement is allowed for meals.</p>					

PART C: ACTUAL EXPENSE ALLOWANCE (AEA)**U4200 CONDITIONS WARRANTING AEA**

*A. General. The applicable per diem rate in Part B or <http://www.dtic.mil/perdiem/pdrform.html> or <http://www.dtic.mil/perdiem/opdrform.html> is generally adequate. However, the allowable per diem rate may be insufficient for a particular travel assignment because of special duties, or because costs for items listed in par. U4205-A have escalated temporarily due to special or unforeseen events. In other situations, members may incur occasional expenses for lodging or meals when lodgings and meals otherwise are being furnished without cost and a per diem allowance has not been authorized for these expenses. AEA may be authorized/approved for travel that meets conditions in this Part if the actual and necessary expenses exceed the maximum per diem allowance. ***Notwithstanding the conditions cited in this Part, the actual expense authority may not be used as blanket authority to authorize/approve automatic AEA for all travel to an area where the reimbursement rate is inadequate.*** The actual expense authority is used only on an individual trip basis, and only after appropriate consideration is given to the facts existing in each case at the time the travel is directed and performed. If it becomes necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service or DoD Component concerned submits a request as prescribed in in par. U4179 for an adjustment of the applicable rate found at <http://www.dtic.mil/perdiem/pdrform.html> or <http://www.dtic.mil/perdiem/opdrform.html>. Except as otherwise provided in this Part, the definitions and rules applicable to the member's entitlement to a per diem incident to a TDY assignment apply to travel on an actual expense basis. Members are responsible for excess costs and any additional expenses incurred for personal preference or convenience. Examples of travel assignments that may warrant authorization/approval of AEA include but are not limited to the following:

1. member travels with dignitary and is required to stay in the same hotel;
2. the travel is to an area where the applicable maximum per diem allowance is generally adequate but costs have escalated for short periods of time during special functions or events such as missile launching periods, international or national sports events, world's fairs, conventions or natural disasters;
3. based on the situation described in par. U4200-A2, affordable lodgings are not available or cannot be obtained within a reasonable commuting distance of the member's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging;
4. the member, because of special duties of the assignment, necessarily incurs unusually high expenses while conducting official business, such as to procure superior or extraordinary accommodations including a suite or other quarters for which the charge is well above that which the member would normally have to pay for accommodations; or
5. the member necessarily incurs unusually high expenses incident to assignment to accompany another member in a situation as described in par. U4200-A4.

B. Travel with Certain Dignitaries. Normally, no proof of unusual or extraordinary requirements is required to support a request for AEA for members who are directed to travel as part of the party of any of the following dignitaries:

1. the President or Vice President of the United States or members of their families;
2. members of the U.S. Congress;
3. cabinet members;
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
5. Justice of the Supreme Court;
6. the Chairman or Vice Chairman of the Joint Chiefs of Staff;

7. the Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences or meetings;
10. other U.S. or foreign dignitaries equivalent to any of those in par. U4200-B1 through U4200-B9.

C. Travel of Air Crews. Travel requirements of parties referred to in par. U4200-B do not normally impose any excess cost requirements on the air crews of Special Air Missions, Air Mobility Command (AMC), or other Government aircraft, which are assigned to provide transportation for those parties even when assigned exclusively to that duty. For this reason, AEA shall not be authorized/approved for such air crew members of any of the Services unless all of the following conditions exist:

1. the official performing the travel or the crew's commander specifically requests AEA for the air crew, or any member thereof, together with an explanation of why such an allowance is believed necessary;
2. the air crew or members involved are specifically authorized in the actual expense authorization involved to receive AEA.

U4205 TYPES OF EXPENSES

A. Expenses Allowable. AEAs include the same type of expenses normally covered by per diem as defined in Appendix A. When claiming an AEA for expenses normally covered by M&IE, all meals and incidental expenses for the days for which AEA reimbursement is requested must be itemized.

B. Expenses Not Allowable. Reimbursement is not allowable for the following expenses since they represent costs incurred as a result of the member's personal preference:

1. the cost for meals and/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the Government;
2. the cost of meals procured at the member's PDS, residence, or at, or en route to or from, a nearby terminal where the member's travel begins or ends (B-189622, March 24, 1978).

U4210 AEA MAXIMUMS

A. General. The maximum reimbursement amount for actual expenses that may be authorized/approved for each calendar day or fraction thereof is as provided in pars. U4210-B through U4210-D. When actual expenses incurred during any one day are less than the daily maximum authorized, the member is reimbursed only the lesser amount. Requests for AEAs should include a recommendation for an appropriate daily maximum not to exceed the amount provided in pars. U4210-B or U4210-C. A recommendation of an appropriate daily maximum may be based on the applicable amount allowed for M&IE plus the cost of lodgings when reimbursement for M&IE is on a per diem basis as prescribed in par. U4210-C. When authorized/approved, AEA is in lieu of the per diem allowances prescribed in Part B, or <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html>, and a member may not elect to be reimbursed on a per diem basis.

B. Daily Maximums

1. Travel in CONUS. Except as provided in par. U4210-B3 for travel in CONUS, the daily maximum is 150 percent of the per diem rate (rounded to the next higher dollar) prescribed in <http://www.dtic.mil/perdiem/pdrform.html>, for the TDY location. See Appendix L for authorization/approval authority.

2. **Travel OCONUS.** Except as provided in par. U4210-B3, the daily maximum is the amount prescribed in par. U4210-B2a or U4210-B2b, whichever is greater:
 - a. 150 percent of the per diem rate (rounded to the next higher dollar) prescribed in <http://www.dtic.mil/perdiem/pdrform.html> for the TDY location; or
 - b. \$50 plus the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrform.html> for the TDY location.

See Appendix L for authorization/approval authority.

3. **Higher Daily Maximum.** Daily maximums for travel in excess of rates prescribed in pars. U4210-B1 and U4210-B2 in an amount not to exceed 300 percent of the per diem rate (rounded to the next higher dollar) prescribed in <http://www.dtic.mil/perdiem/pdrform.html> or <http://www.dtic.mil/perdiem/opdrform.html> for the TDY location may be authorized/approved by the officials listed in Appendix L if required to meet expenses associated with the mission. The Secretary concerned may authorize/approve these AEAs for specific classified missions OCONUS for which the AEA requirements outlined in par. U4215-B are not required. ***This Secretarial authority shall not be re-delegated.***

4. **Special Actual Expense Authorization (AEA)** The PDTATAC Director may issue an AEA for any Uniformed Services member when travel is to Presidentially declared disaster area(s) or when in support of the mission stated in the AEA. These authorizations may be issued with or without expiration dates. Copies of existing AEAs may be obtained from the Per Diem, Travel and Transportation Allowance Committee, Hoffman Building #1, Room 836, 2461 Eisenhower Ave., Alexandria, VA 22331-1300.

5. **Higher Daily Maximum - OCONUS.** Under special or unusual circumstances or when a member has no alternative to obtain lodging and such lodging cost exceeds 300 percent of the rates prescribed in, <http://www.dtic.mil/perdiem/pdrform.html> an amount in excess of the 300 percent ceiling may be authorized ***in advance only*** by means of an AEA issued by:

- a. the Director, PDTATAC. Requests for higher daily maximums must be submitted in accordance with par. U4215-F to the Director, PDTATAC, Hoffman Building #1, Room 836, 2461 Eisenhower Ave, Alexandria, VA 22331-1300.
- b. the Secretary concerned for specific classified missions OCONUS. In these cases, an AEA as outlined in par. U4215-B shall not be required. ***This authority shall not be re-delegated.***

6. **Reimbursement Limitation.** The daily reimbursement limit shall be the lesser of the actual expenses or the maximum amount. Expenses incurred and claimed (including those for fractional days) shall be reviewed and allowed only to the extent determined to be necessary and reasonable by the order-issuing official. Reimbursement for meals and incidental expenses shall not exceed:

- a. 150 percent of the M&IE rate for the TDY location, or
- b. \$25 plus the M&IE rate for the TDY location when the daily rate authorized is established under par. U4210-B2b, or
- c. 300 percent of the M&IE rate for the TDY location when authorized/approved under par. U4210-B3.

*C. **M&IE Paid on Per Diem Basis.** M&IE may be reimbursed under the lodgings plus per diem system under pars. U4149 and U4151, while the lodging cost is reimbursed on an actual expense basis. In such case, the amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality concerned. For example, when a member is authorized actual expenses not to exceed 150 percent of a specific per diem rate, \$191 (150% x \$127, rounded to next higher dollar), and is reimbursed under the lodgings plus per diem system for M&IE (\$34), the amount allowed for lodgings may not exceed \$157 (\$191 - \$34). Itemization of M&IE is not required when payment for those expenses is made under the lodgings plus per diem system.

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for members traveling on TDY, and actual expense reimbursement is authorized/approved under this Part, the total daily amount paid by the Government and reimbursed to the member for the member's lodging, meals, and incidental expenses may not exceed the daily maximum authorized under par. U4210-B (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

E. Incidental Expense Maximum. When Government quarters are available on a U.S. installation, maximum reimbursement for incidental expenses is:

1. \$2.00 in CONUS, and
2. \$3.50 OCONUS for all full travel days, except the day travel begins or ends. When the order-issuing official determines the \$3.50 rate is not adequate to meet anticipated expenses, payment of the <http://www.dtic.mil/perdiem/pdrform.html> incidental expense rate must be stated in the travel order.

U4215 REQUEST FOR AEA

A. General. When situations arise which appear to warrant the AEA for a specific travel assignment, a letter or message request furnishing details of the conditions warranting the AEA are submitted in accordance with this paragraph with a recommendation of the amount to which the reimbursement should be limited. Every effort must be made to ensure uniformity of allowances between members of the Uniformed Services and civilian employees, when traveling together or to the same place, when warranted by similarity of the incidence of travel and TDY. Requests for these allowances are accompanied by a full statement of the facts in the case, the number of members involved, and the reasons why per diem allowances are not sufficient. Requests are submitted in accordance with par. U4215-D.

B. Who May Authorize/Approve. Except for the officials referred to in par. U4215-C, AEA, not to exceed the appropriate established ceiling, may be authorized/approved by the officials designated in par. U4210-B3 and Appendix L. In instances involving joint Service conferences, symposiums, seminars, or professional meetings, an AEA issued by the appropriate authority of the sponsoring Uniformed Service/Defense Agency applies to all attendees regardless of Service/Defense Agency affiliation.

C. Exceptions. The following officials may authorize/approve AEA at either the 150 or 300 percent ceiling, as they deem appropriate for the travel involved, for their own personal travel and for any accompanying uniformed members and DoD civilian employees whenever they consider it necessary and proper under this Part:

Chairman/Vice Chairman, Joint Chiefs of Staff
Chief/Vice Chief of Staff, U.S. Army and U.S. Air Force
Chief/Vice Chief of Naval Operations
Commandant/Assistant Commandant, U.S. Marine Corps
Commandant/Vice Commandant, U.S. Coast Guard
Director, NOAA Corps
Surgeon General/Deputy Surgeon General, U.S.
Public Health Service
Assistant/Deputy Assistant Secretary for Health,
U.S. Public Health Service
Commanders/Deputy Commanders Unified and Specified Commands
Directors of Defense Agencies
Commanders/Deputy Commanders of Air Force Major Commands

D. Manner of Authorization/Approval. AEAs may be authorized before travel begins, or approved after travel has been performed, except for an AEA under par. U4210-B5 which only may be authorized in advance. When authorized in

advance of the travel, the AEA for a specific travel assignment is stated in the travel order. AEA may be authorized/approved for the entire period of a trip including travel time or, when appropriate, per diem or AEA may be authorized/approved for different portions of trips. An example in the latter case occurs when there is a relatively long period of travel time or travel and assignment in several localities on a single itinerary. The period for which AEA is authorized/approved is indicated in the document issued by the Secretarial Process or the Director of the Defense Agency concerned or designated representatives. These authorizations/approvals cover individuals specifically listed in the request and alternate or additional personnel not specifically listed, but who actually performed the duty covered by the request.

E. Requests. *See Appendix L.*

F. Data to Be Included in Requests. Requests should contain any of the following data that is relevant to the trip:

1. specific reason for travel;
2. whether meetings with technical, professional, or scientific organizations are involved;
3. whether international conferences or meetings are involved;
4. identity of the senior member of the party, whether civilian or military, including grade, full name, SSN and branch of the Service;
5. names and titles of foreign governmental contacts, if any;
6. roster of other employees or members of the Uniformed Services who also are performing the travel or TDY involved including grade, full name, SSN and branch of Service;
7. proposed itinerary showing complete identification of places to be visited, the length of duty at each place, and the inclusive dates of travel;
8. information as to any special arrangements which have been made such as provisions for use of special Government quarters, messes, open messes, lodgings, restaurants, etc.;
9. any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem shall not suffice;
10. reasons normal accommodations within the prescribed per diem allowances do not suffice; and
11. name and phone number of individual who may be contacted concerning this request.

When any of the data in par. U4215-F1 through U4215-F10 are not available, the request should so state. Each request for approval of AEA after travel has been performed is accompanied by a copy of DD Form 1351-3 (Statement of Actual Expenses) or a detailed statement showing dates, items, and amounts paid. Vouchers or receipts are not to be submitted with the request for AEA. Such documents are to be submitted to the disbursing/finance/travel office.

U4220 ITEMIZATION

For reimbursement on an AEA basis, a member must submit itemized expenses (see par. U4205) that indicate clearly the expenses applicable to each calendar day, excluding items claimed separately (such as taxicab fares and registration fees). When reimbursement for M&IE is on a per diem basis (as prescribed in par. U4210-B3), itemization of meals and incidental expenses is not required.

U4225 COMPUTATION RULES

A. General. When the actual expenses incurred during any 1 day are less than the daily amount authorized, the member is reimbursed only for the lesser amount. The daily amount authorized shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day are reviewed and allowed only to the extent determined to be reasonable by the order-issuing official. The maximum amount of reimbursement for actual expenses for each calendar day, or fraction thereof, is limited as indicated in pars. U4225-B, U4225-C, and U4225-D. In no case shall the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.

B. Meals Available under Special Arrangements. When a member is participating in a special mission type function, such as deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, and TDY to remote areas, and meals are made available under a special arrangement between a Uniformed Service and any organization, institution, commercial concern, nonappropriated fund activity, agency of a local, state or foreign government, or U.S. Government agency, reimbursement of actual expenses incurred for meals is limited to the amount equaling the charge applicable to each meal made available under the special arrangements, not to exceed the charges for three meals per day.

Effective for TDY travel performed on or after 1 January 2001

C. Averaging Expenses. When an AEA is authorized/approved for all per diem expenses (meals, lodging and incidental expenses) the daily amount of expense items that do not accrue on a daily basis, may be averaged over the number of days the member is entitled to AEA at the AEA location. These expenses include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (*see NOTE*), hotel maid tips, and similar expenses. Example: A member on an 8-day (Saturday-Saturday) TDY to an **OCONUS** location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The member may average the \$32 cost over the 8-day TDY and indicate that \$4 was paid daily. Averaging incidental expenses as indicated above does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.

NOTE:

(a) The cost incurred during TDY travel (not after returning to PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

D. Special Rules for Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the member's status and location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging as provided in par. U4510.

*2. Reimbursement for Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as that authorized for the first location at which lodging is required.

*3. Reimbursement for Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day shall apply. When return travel to the home or official station requires 2 or more days, see par. U4147 for the reimbursement method.

PART E: GOVERNMENT MESS USE/AVAILABILITY**U4400 GOVERNMENT MESS**

A. Mess Available. Government mess must be used to the maximum extent practicable by members quartered on-base.

B. Mess Not Available. A Government mess is not available:

1. when Government lodgings on the installation are not available to a member while on official travel (see par. U1045);
2. on travel days; or
3. when an order-issuing official determines:
 - a. the use of the mess adversely affects mission performance;
 - b. there's excessive distance between the mess and place of duty, and/or the mess and place of lodging;
 - c. transportation is not reasonably available between the mess and place of duty, and/or the mess and place of lodging; or
 - d. duty hours and mess operating hours are not compatible.

*C. GMR/PMR Documentation. A travel order must direct the GMR or PMR if one of these rates is to apply. If one of these rates is directed, but the Government mess is not available, the member must be reimbursed:

1. The locality M&IE meal rate if all three meals were not available; or
2. The PMR if one or two meals were not available,

if the authorizing/order-issuing official accepts the member's non-availability certification. An order modification serves to document the meal rate change.

NOTE: When an order, with the exception of an order to schoolhouse training (see par. U4155), does not direct the GMR or PMR, the locality M&IE rate is used (see par. U4165-1 for deductible meals).

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred In or Around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

U4505 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The authorizing/order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. U4520-B4g.

U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS

A. General. A member is authorized reimbursement for meals and/or quarters as provided in par. U4510-B when the authorizing/order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority;
or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);
2. engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
4. par. U4102-F (round trips within 12 hours);
5. par. U4102-G (group travel status);
6. pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a vessel);
7. par. U4102-L (field duty);
- *8. par. U4163 (Essential Unit Messing);
9. par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
10. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS;

11. par. U7025 (travel incident to application processing);
12. par. U7125-D (bed-patient or inpatient);
13. par. U7150-A1 (Reserve Component Travel); or
14. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

***B. Computation for Occasional Meals and Quarters**

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4135.
2. Meals. If the authorizing/order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as in pars. U4149-C or U4151-C1 based on the per diem rate in <http://www.dtic.mil/perdiem/pdrates.html> for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

U4520 MISCELLANEOUS EXPENSES

A. General. Travelers are authorized reimbursement for necessary travel and transportation-related expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;

Effective 26 September 2002

2. administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel (per OSD Comptroller memo of 19 Jul 2002), up to the amount authorized for a cash advance for the travel concerned (See Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for personnel exempt from the requirement to use the Government charge card). Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if advance is not otherwise provided by cash/check/EFT;

3. passport and visa fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel (Expenses for legal services incurred for processing applications for passports, visas, or changes in status even though local laws or custom may require the use of lawyers in processing such applications are not reimbursable.);

NOTE: Travelers ordinarily travel on the no-fee passport. However, when travel on official orders is to or from high threat areas or high risk airports (see Appendix N) by commercial air and travelers are authorized to obtain and use regular fee passports, fees for such passports are reimbursable. Those traveling solely by military air or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.

5. taxes on lodging (except when MALT PLUS for POC travel is paid) in *the United States and non-foreign OCONUS areas*, are limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the amount of taxes on \$55, which is the maximum authorized lodging amount);

NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable.

6. fees for:

a. currency conversion ***NOTE: Travelers are not authorized reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***

b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries (this does **not** include cashing **salary** checks/drafts);

c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and

d. energy surcharge and/or resort fee (when the fee is not optional);

7. CTO service and processing fees;

8. transportation-related tips for taxis, limousines, and courtesy transportation;

9. public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);

Effective 26 September 2002

10. customary tips for handling **any baggage** at transportation terminal;

Effective 26 September 2002

11. any additional costs of paper tickets when authorized/approved by the authorizing/order-issuing official as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***NOTE: Paying for paper tickets sought by members for personal convenience is the financial responsibility of the member;*** and

Effective 26 September 2002

12. similar travel and transportation related expenses (i.e., ***Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***)

B. **TDY Expenses.** In addition to those expenses listed in par. U4520-A, reimbursable expenses for members on TDY include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);

2. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) to and from the terminal (see par. U3320);

3. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures ***of the foreign country*** involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

4. authorizing/order-issuing official authorized/approved expenses for:

- a. services, including associated equipment needed for reports/correspondence preparation;
- b. clerical assistance;
- c. services of guides, interpreters, packers, or vehicle drivers;
- d. storage of property used on official business;
- e. room rental (used for official business) at a hotel/other place;
- f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this **does not include travel expenses** incurred for obtaining the required inoculations);
- g. official local and long distance phone calls (see par. U4505);
- h. excess baggage transportation costs (see par. U3015-C);
- i. conference registration fees;
- *j. dual lodging costs (see par. U4135);
- k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled **NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.**;
- l. expedited charge card delivery (*effective 1 May 2001*);
- m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card **only** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
- n. late check-out fees for lodging;

5. Certain laundry/dry-cleaning expenses:

- a. The cost incurred during TDY travel (**not after returning to/arriving at PDS**) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel **within CONUS** requires at least 7 consecutive nights TDY lodging **in CONUS** (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).;
- b. The cost incurred during TDY/PCS travel for personal laundry/dry-cleaning and pressing of clothing **is not** a separately reimbursable expense for **OCONUS** travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.;

- 6. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
- 7. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
- 8. customary tips for handling Government property at terminals and hotels; and

9. any per-day administrative fee called for in the MTMC rental car agreements.

C. PCS Travelers. Members are authorized the expenses listed in par. U4520-A for PCS travel. In addition to those expense listed in par. U4520-A, the member is authorized reimbursement for:

1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);
2. tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels; and
3. when dependents travel without the member MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, when POC used to and from the transportation terminal.

***U4535 REGISTRATION FEES**

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under par. U4165-2b.

U4539 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Miscellaneous preparatory travel expenses (e.g., fees for traveler's checks, passport and visa fees, communications service.) incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the interest of the Government and a refund unobtainable.

PART I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITH A JOINT TASK FORCE

U4800 DEFINITIONS

A. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the commander of a unified command or an existing joint task force (as defined by Joint Publication 1-02, DoD Dictionary of Military and Associated Terms). For the purposes of this Chapter, the definition also includes Coast Guard.

B. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or JTF mission. These include, but are not limited to, UN and JTF peacekeeping, nation building, and humanitarian missions; and operations against an actual or potential enemy. (See Appendix A for a definition of Contingency Operations.)

C. Exercises. Those Service, CINC, or CJCS training military maneuvers or simulated wartime operations whose primary purpose is to enhance unit readiness and mission capability. For example, war games, field exercises, or maneuvers which may or may not involve more than one Service. Members/units are placed in field duty.

D. TDY Options. The CINC or the JTF Commander determines the appropriate TDY option (which establishes the entitlement) after consultation with Service component commanders. The CINC or JTF commander must communicate this decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders. ***NOTE: JTF exercises must be field duty.*** The three TDY options (regular TDY, EUM, and field duty) are described below. This determination applies to all members temporarily assigned for operational deployment to a JTF performing duty under similar conditions within the same area of operations. For those members either (1) not located in the JTF area of operations but who are operating in a support capacity, or (2) are located in the JTF area of operations but are not part of the JTF, the Secretarial Process for each Service may direct a TDY option different than the one used for JTF members.

*1. Regular TDY

a. Explanation. A member travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days (see par. U2145-B for exceptions and waiver authority to the 180 day limit). The member is reimbursed for lodging, meals and incidental expenses as in Chapter 4, Part B or par. U4800-D1b.

b. JTF Temporary Dining Facilities. There are special meal per diem provisions for members when a JTF Temporary Dining Facility is set up to feed U.S. personnel deployed in support of the JTF mission. Members consuming meals at the JTF temporary dining facility pay the discount GMR for meals, and are reimbursed the discount GMR plus an incidental expense of either \$2.00 in CONUS or the applicable locality incidental rate (see <http://www.dtic.mil/perdiem/>), or \$3.50 OCONUS when on a U.S. installation or the CINC or the JTF commander determines \$3.50 to be adequate. If the member's statement is accepted to support increased per diem for a missed meal at a JTF temporary dining facility, the member is authorized the PMR (see pars. U4149-C and U4151-C) for that day. If JTF members outside the AOR or en route to the AOR pay the meal rate IAW the DoD Financial Management Regulation at http://www.dtic.mil/comptroller/fmr/12/12_19.pdf, they are reimbursed IAW Chapter 4, Part B.

c. Regular TDY Use. As a general rule, members on an operational deployment (see exceptions for exercises in par. U4800-D3 below) are on "regular" TDY.

2. Essential Unit Messing (EUM)

a. Explanation. EUM may be required in a command or organizational unit when it enhances operational readiness or the conduct of military operations or is necessary for the effective conduct of training. Designation of EUM is applied only to organizational units, operational elements, or detachments; not to individual service members. The member is provided Government quarters, and to maintain unit readiness, is required to use Government messing. The member is paid the incidental portion of the daily M&IE rate.

b. Use. EUM may be used for operational deployments when the circumstances described above apply.

3. Field Duty (Appendix A)

a. Explanation. During field duty the member is subsisted in a Government mess or with an organization drawing field rations, and the member is serving with troops on maneuvers, war games, field exercises, or similar types of operations. Members are furnished Government quarters or are quartered in accommodations ordinarily associated with field exercises. Everything ordinarily covered by per diem is furnished and no per diem is paid. Note that a competent official may place members, furnished quarters and subsistence obtained by contract, in a field duty status.

b. Use. Members participating in the events discussed above and furnished quarters and subsistence should be placed on field duty.

PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**U5100 GENERAL**

This Part prescribes members' travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are authorized these allowances whether or not they take leave en route.

NOTE: When residence relocation is unnecessary because the PCS is a short distance move, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General. A member may elect to:

1. travel by POC (see par. U5105-B),
2. procure common carrier transportation (see par. U5105-C), or
3. be provided transportation in kind (see par. U5105-D),

except when:

1. travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see par. U5105-E),
2. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the orders) (see par. U5108),
3. travel OCONUS is involved (see par. U5116),
4. there are special circumstances (see par. U5120 and Chapter 7), or
5. POV delivery/pickup is involved, (see par. U5413).

B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is advantageous to the Government. A member traveling by POC is authorized MALT PLUS. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U3010). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Lodgings Plus per diem or AEA (as prescribed in Chapter 4, Part B or Chapter 4, Part C) may not be paid for the same day as MALT PLUS per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3). On any day that MALT PLUS and a Lodgings Plus per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), Lodgings Plus per diem is paid. In addition to Lodgings Plus per diem, the member is authorized the MALT for POC travel. See par. U5106 for examples.

1. MALT Rates. The MALT rate (see par. U2605 for rates) depends on the number of authorized travelers in the POC. An authorized traveler is any member or dependent traveling due to the PCS order.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only the member responsible for paying the POC operating expenses (i.e., any cost directly associated with POC use for official travel) is authorized the MALT and expense reimbursement.

NOTE: Charges for repairs, depreciation, replacements, grease, oil antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 U.S.C. §3721.

*2. Per Diem. A flat per diem at the CONUS Standard per diem rate is paid for each PCS travel day between authorized points, up to the allowable travel time computed under par. U5160. *If used, Government quarters and/or mess have no effect on the per diem amount paid.* Each member traveling in a POC is authorized the CONUS Standard per diem rate.

C. Reimbursement for Common Carrier Transportation Plus Per Diem. *It is MANDATORY DoD policy to use CTOs for all transportation requirements.* A member who, despite the DoD policy, procures common carrier transportation at personal expense is authorized reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement shall not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route in accordance with a schedule necessary to meet the requirements of the order. *Reimbursement under this subparagraph is based on the non-capacity-controlled city-pair fare (not the capacity-controlled city pair fare if both capacity-controlled and non-capacity-controlled fares are available) only if Government-procured transportation is available under par. U3120 (B-163758, July 24, 1972).* Per diem entitlement is computed under par. U5113.

D. Transportation in Kind, or Government-Procured Transportation, Plus Per Diem. When the Government provides transportation at no cost, the member is entitled to per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U3010), entitlement is determined under par. U5105-E2.

NOTE: *The following is not considered in determining if mixed mode travel is involved in a journey:*

- a. travel between the duty station and local transportation terminal, or
- b. travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the MALT PLUS payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey. **NOTE:** *Do not collect excess cost from the member if deducting the cost of the Government-procured transportation for the ordered travel from the MALT PLUS results in a negative amount.*

***U5106 PCS EXAMPLES - LODGINGS AND MALT PLUS PER DIEM**

EXAMPLE 1

15 July	Dep:	Old PDS	POC	
	Arr:	POE		114 miles
16 July	Dep:	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi \$25
	Arr:	New PDS		

Member spends \$115 for lodging on 15 Jul.
 POE per diem rate is \$188 (\$126 for lodging and \$62 for M&IE).
 POE is not the local terminal for the old PDS.
 M&IE for new PDS is \$30.

REIMBURSEMENT:		
7/15	75% times \$62 = \$46.50 plus \$115 (\$115 less than \$126) =	\$ 161.50
7/16	75% times \$30 =	22.50
114 miles x \$0.15 per mile =		17.10
Taxi		<u>25.00</u>
Total Reimbursement =		\$226.10

NOTE: MALT & Lodgings Plus is paid for the same day.

EXAMPLE 2

(The CONUS Standard per diem rate used in this example may not be current. See <http://www.dtic.mil/perdiem/pdrform.html> for the current CONUS Standard per diem rate.)

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		805miles
4 Aug	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi \$20
	Arr:	New PDS		

Member spends \$110 for lodging on 3 Aug.
 POE per diem rate is \$152 (\$110 for lodging and \$42 for M&IE).
 M&IE for new PDS is \$60.
 CONUS Standard per diem = \$85.

REIMBURSEMENT:		
8/01 - 8/2	2 days @ \$85 =	\$ 170.00
8/03	\$110 + \$42 =	152.00
8/04	75% x \$60 =	45.00
805 miles x \$0.15 per mile =		120.75
Taxi		<u>20.00</u>
Total Reimbursement =		\$507.75

NOTE: Even though there is another MALT PLUS per diem day payable, pay lodgings plus per diem for the night spent at the port.

EXAMPLE 3

(The CONUS Standard per diem rate used in this example may not be current. See <http://www.dtic.mil/perdiem/pdrform.html> for the current CONUS Standard per diem rate.)

1 Jun	Dep:	Old PDS	POC	
4 Jun	Arr:	TDY		1200 miles
10 Jun	Dep:	TDY	POC	
10 Jun	Arr:	New PDS		300 miles

Member spends \$55 per night for lodging 4-10 Jun while TDY.
 TDY per diem rate is \$98 (\$60 for lodging and \$38 for M&IE).
 CONUS Standard per diem = \$85.

REIMBURSEMENT:		
6/01 - 6/3	3 days @ \$85 =	\$ 255.00
6/4	\$55 + \$38 =	93.00
6/5 - 6/9	5 x (\$55 + \$38) =	465.00
6/10	1 day @ \$85 =	85.00
1200 miles x \$0.15 per mile =		180.00
300 miles x \$0.15 per mile =		45.00
Total Reimbursement =		\$1,123.00

NOTE: Even though MALT is paid 4 June, pay Lodgings Plus per diem since the member arrived at the TDY location that day.

EXAMPLE 4

(The CONUS Standard per diem rate used in this example may not be current. See <http://www.dtic.mil/perdiem/pdrform.html> for the current CONUS Standard per diem rate.)

1 Jul	Dep:	Old PDS	POC	
10 Jul	Arr:	POE		1080 miles
11 Jul	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	POC	120 miles
	Arr:	New PDS		

Member spends \$100 for lodging on 10 Jul.
 POE per diem rate is \$145 (\$99 for lodging and \$46 for M&IE).
 POD is not the local terminal for the new PDS.
 M&IE for new PDS is \$82.
 CONUS Standard per diem = \$85.

REIMBURSEMENT:		
7/01 - 7/9	3 days @ \$85 =	\$ 255.00
7/10	\$99 + \$46 =	145.00
7/11	75% x \$82 =	61.50
1080 miles x \$0.15 per mile =		162.00
120 miles x \$0.15 per mile =		18.00
Total Reimbursement =		\$641.50

NOTE: Even though MALT is paid 11 July, pay Lodgings Plus per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.

U5107 POC TRAVEL PROHIBITED

Each Service may issue regulations prescribing exigencies under which authorizing/order-issuing officials may prohibit members from using a POC when traveling as individuals (as distinguished from members traveling together under orders directing no/limited reimbursement). ***If there are no Service regulations, orders prohibiting POC transportation are without effect.*** Paragraph U5108 applies if the member's order states that POC travel is prohibited, or specifically directs a particular transportation mode (see par. U3002).

U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART A) DIRECTED

NOTE: Throughout this paragraph, users must remember that it is MANDATORY DoD policy to use CTOs for all transportation requirements.

A. Transoceanic Travel. *When travel is directed (as opposed to authorized) by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See par. U5116-D. **NOTE:** The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.*

B. Members Traveling Together under Orders Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the orders. The TDY rules in Chapter 4, Part A, also apply for PCS. **NOTE:** *This may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.*

C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations permitting authorizing/order-issuing officials to direct in travel orders the use of Government transportation or common carriers and/or meal tickets for travel of enlistees, reenlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. See par. U3002 if the directed transportation mode is not used. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government/Government-procured transportation and/or meal tickets are used, the member is authorized reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F.

D. Travel Reimbursement. Unless otherwise prohibited in this regulation, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. **NOTE:** *Member transoceanic PCS travel is a notable exception.*

U5109 MISCELLANEOUS REIMBURSEMENT

For reimbursement of miscellaneous travel expenses incurred during a PCS move, see Chapter 4, Part F and Chapter 5, Part I.

U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED

*A. Rate. The per diem rate for the new PDS and the procedures in Chapter 4, Part B are used for PCS travel when transportation is personally procured (par. U5105-C), furnished in kind, or Government procured (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for that day is the stopover or TDY location rate. M&IE for the arrival day at the new PDS is the new PDS rate whether or not there is a stopover. **NOTE:** *See par. U5113-D when the new PDS is a ship.*

*B. Partial Travel Days. The 75% rate in par. U4147 applies to the departure and arrival days at PDSs, designated places, or COT leave locations when lodgings-plus per diem is paid. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4145). MALT PLUS per diem always is paid in whole day increments (see par. U5105).

C. Travel Time. When a member takes leave in connection with a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

D. New PDS Is a Ship. When the new PDS is a ship, the new PDS rate is the rate for the location where the ship is boarded. If the ship is at sea, then the last place departed is the "new PDS rate." The following examples clarify:

1. A member travels PCS from NAS Corpus Christi, TX, to the USS Nimitz homeported in Bremerton, WA. Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.
2. A member travels PCS from NAS Jacksonville, FL, to USS Carr, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS Carr arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.
3. A member travels PCS from USS Enterprise to USS Normandy, both of which are away from their homeports. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. (This does not preclude per diem under par. U5120-F.)

U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as specifically provided in pars. U5116-B and U5116-C, members traveling on PCS orders that neither direct a transportation mode nor specify that the members is to travel with other members with no/limited reimbursement, to, from or between OCONUS points, are entitled to:

1. the applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS;
2. transportation by available Government aircraft or vessel, otherwise Government-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and
3. the applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under par. U5116-A1 and/or U5116-A3, see par. U5413.

B. When Land Travel only Is Involved. Except as specifically provided in par. U5116-C, a member on PCS orders not involving transoceanic travel (see Appendix A) is entitled to the applicable allowances prescribed in par. U5105 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:
 - a. personal travel under par. U5116-A;

concerning orders issuance before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of retirement eligibility, and expected rotation date from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973)). Vouchers must be supported by statements by the PCS orders-issuing official or a designated representative, that the member was advised in accordance with the requirements of this subparagraph. This subparagraph does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

D. Time Limitation. Unless otherwise prescribed in this Volume, a member's entitlement to dependent travel and transportation allowances may be used any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the dependents' travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

U5205 Not Used

U5207 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for dependents to, from, or between OCONUS areas.
2. Maximum use should be made of Government air transportation.
3. Dependents are not required to use Government air transportation. However, if they agree to do so, they must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
4. When appropriate Government air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is in accordance with par. U5116-D1.

B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family must not be separated unless it agrees to be, or unless military necessity requires the member to travel separately.
2. When air travel is medically inadvisable, surface transportation provided must be the least costly first-class commercial ship passenger accommodations. See par. U3130-D concerning required U.S. registry ship use.
3. The provisions in par. U5116-D1 for directing a member to use Government/Government-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

U5210 PER DIEM RATES FOR DEPENDENTS' TRAVEL

A. General. A member is authorized a per diem allowance for each dependent's travel in connection with the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel in connection with the PCS, are not used in computing the per diem allowance for travel of any of the dependents in pars. U5210-B and U5210-C.

B. Dependent(s) Accompany Member. When dependents travel with a member, the member is entitled to per diem for each dependent while traveling, and at points of delay, in an amount equal to the following percentage of the per diem to which the member is entitled:

1. three-fourths for each dependent 12 years of age or older; and

2. one-half for each dependent under 12 years of age.

When more than one POC is used as provided for in par. U5051-A, and the dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanied by the member. A member's TDY location is not a point of delay for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent(s) Travel Independently. Dependents are not 'accompanying the member' when they travel separately from a member on different routes or at different times. The member is entitled to a per diem for these dependents as follows:

1. One Dependent Traveling Separately. An amount equal to the per diem to which the member would have been entitled for personal travel.
2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is entitled to per diem for one member-designated dependent, 12 years of age or older, in an amount equal to the per diem to which the member would have been entitled for personal travel. For each of the other dependents, who is 12 years of age or older, traveling with that dependent, the member is entitled to per diem in an amount of three-fourths of the per diem to which the member would have been entitled for personal travel. For each dependent under 12 years of age, the per diem is one half of the per diem to which the member would have been entitled.

*D. Examples

EXAMPLE 1

(The CONUS Standard per diem rate used in this example may not be current. See <http://www.dtic.mil/perdiem/pdrform.html> for the current CONUS Standard per diem rate.)

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		600 miles
4 Aug	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi \$20
	Arr:	New PDS		

Member, spouse, and 4 year-old child travel PCS.

Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.

POE per diem rate is \$152 (\$110 for lodging and \$42 for M&IE).

M&IE for new PDS is \$60.

CONUS Standard per diem = \$85.

REIMBURSEMENT:		
8/01 - 8/2	2 days @ (\$85 + 63.75 + 42.50) =	\$ 382.50
8/03	\$110 + \$42 = (member)	152.00
	(75% x \$152) + (50% x \$152) = (dependents)	190.00
8/04	75% x \$60 =	45.00
	(75% x \$45) + (50% x \$45) =	56.25
600 miles x \$0.19 per mile =		114.00
Taxi		20.00
Total Reimbursement =		\$959.75

EXAMPLE 2

(The CONUS Standard per diem rate used in this example may not be current. See <http://www.dtic.mil/perdiem/pdrform.html> for the current CONUS Standard per diem rate.)

15 July	Dep:	Old PDS	POC	
	Arr:	POE		300 miles
16 July	Dep:	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi \$25
	Arr:	New PDS		

Member, spouse, 14 year-old child and 10 year-old child travel PCS.
 Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.
 POE per diem rate is \$188 (\$126 for lodging and \$62 for M&IE).
 M&IE for new PDS is \$30.
 Standard CONUS per diem = \$85.

REIMBURSEMENT:		
7/15	$75\% \times \$62 = \46.50 plus \$100 (\$100 less than \$126) = (member)	\$ 146.50
	$(75\% \times \$146.50 \times 2) + (50\% \times \$146.50) =$ (dependents)	293.00
7/16	$75\% \times \$30 =$	22.50
	$(75\% \times \$22.50 \times 2) + (50\% \times \$22.50) =$	45.00
300 miles x \$0.20 per mile =		60.00
Taxi		25.00
Total Reimbursement =		\$592.00

NOTE: *MALT & Lodgings Plus is paid for the same day.*

U5212 REIMBURSABLE EXPENSES

The member is authorized reimbursement for the expenses listed in pars. U4520-A and U4520-C incurred incident to dependents transportation. Receipt requirements are the same as those in par. U2510.

U5215 FACTORS AFFECTING TRAVEL OF DEPENDENTS

A. Members Attain Eligibility for Dependent Travel. A member, ineligible for dependents' travel and transportation allowances to a new PDS under par. U5203-B who later attains eligibility, is first entitled to dependents' travel and transportation allowances upon a subsequent qualifying PCS, as set forth in this paragraph.

1. While on Duty at a Station to Which Dependents' Travel Is Authorized. When a member attains eligibility for dependents' travel and transportation allowances while at a PDS to which dependents' travel ordinarily is authorized, the member is entitled to travel and transportation allowances for their travel on the member's next PCS. Entitlement is for travel from the dependents' location on the date of receipt of PCS orders, up to the entitlement for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. Dependents temporarily absent from the old PDS at the time orders are received are subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under this subparagraph unless the dependents are command sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependents are scheduled to arrive.

2. While on Duty in a Dependent-restricted Tour Area. If a member becomes eligible for dependents' travel and transportation allowances while serving a dependent-restricted tour, the member is entitled to travel and transportation allowances only upon PCS to a PDS to which dependents' travel and transportation is authorized. Entitlement is from the dependents location on the date of receipt of PCS orders to the new PDS or to another place authorized under this Part, up to the entitlement for travel from the place where the dependents remained, or to which they moved at personal expense, when the member was transferred to the dependent-restricted tour area.

B. Dependent Child Attains Age 21 or 23 or Loses Student Status while Member Serving OCONUS. A member is entitled to travel and transportation allowances for an unmarried dependent child who was transported at Government expense to the member's OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in:

1. the United States or its possessions, or,
2. the dependent's native country if the dependent is foreign-born.

If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is entitled to travel and transportation allowances described in par. U5241-D1.

C. Dependents Acquired on or before the Effective Date of Orders. A member who acquires a dependent, on or before the effective date of a PCS order, is authorized dependents' travel and transportation allowances from the place at which the dependent is acquired to the new PDS, up to the travel and transportation entitlement for travel from the old PDS to the new PDS. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (see par. U5222-G). For Service Academy graduates, see par. U5222-A2.

NOTE: This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependents were not command sponsored at the OCONUS PDS (see par. U5203-B3d and U5203-B3g) (42 Comp. Gen. 344 (1963) and B-171969, February 8, 1972).

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under this paragraph.

U5242 FUNERAL TRAVEL (For burial ceremonies before 15 March 2002)

A. Transportation for Survivors of a Deceased Member to Attend Member's Burial Ceremony

1. General. Under this subparagraph surviving dependents are entitled to travel and transportation allowances to attend a deceased member's burial ceremonies. "Surviving dependents," as used in this subparagraph, means:

- a. the member's spouse;
- b. children who are unmarried and
 - (1) under 21 years of age;
 - (2) under 23 years of age and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or
 - (3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

If there are no surviving dependents, the deceased member's parents (including stepparents or parents by adoption or any person including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age) may be authorized to travel under this subparagraph. For the surviving dependents to be eligible for travel, the member must have died while serving on active or inactive duty.

2. Entitlements

- a. Member Called (or Ordered) to Active or Inactive Duty from a Place in the United States, Puerto Rico or a Possession of the United States. If the deceased member was called (or ordered) to active or inactive duty from a place in CONUS, Puerto Rico, or a possession of the United States, the eligible survivors are entitled to travel and transportation allowances as prescribed in par. U5242-A3 for travel from the place of duty, place of residence, or place of notification of death to the burial site in the United States, Puerto Rico, or possession of the United States and return to the place of duty or to the place of residence.
- b. Member Called (or Ordered) to Active Duty from a Foreign OCONUS Place. If the deceased member had been called (or ordered) to active duty from a foreign OCONUS place, the eligible survivors are entitled to travel and transportation allowances as prescribed in par. U5242-A3. Such allowances are authorized from the place of active duty, place of residence (anywhere in the world), or place of notification of death to the burial site located in the United States, Puerto Rico, or a possession of the United States or to the burial site at the PLEAD and return to the place of active duty or to the place of residence.
- c. Other Cases. For cases not covered by par. U5242-A2b, see par. U7205.

3. Travel and Transportation Allowance

*a. General. Survivors traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) transportation-in-kind or Government-procured transportation,
- (2) reimbursement for the cost of personally procured commercial transportation,

- (3) automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242-A3a(2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured commercial transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A3a(3).

*b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. Surviving dependents traveling under par. U5242 are authorized LODGINGS PLUS per diem computed using the method in Chapter 4, Part B. The per diem payable must not exceed the appropriate rate in either <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the area concerned. Per diem shall not be paid for more than two days, except when traveling in accordance with par. U5242-A2b in which case, additional days of per diem may be authorized/approved to accommodate the time needed to perform the OCONUS travel.

c. Limitations. Per diem is not payable when the surviving dependents' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from the time of departure to return is 12 hours or less.

d. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A and U4520-C is authorized in connection with travel under this subparagraph.

NOTE: *The families of cadets/midshipmen are not eligible for this transportation.*

B. Funeral Travel of Families of Members Who Died While POWs or MIAs During the Vietnam Conflict

1. General. This subparagraph applies to family members (as defined in par. U4252-B2 of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains have been returned to the United States, Puerto Rico, or any territory or possession of the United States (37 U.S.C. §406 (Note)).

2. Definition of Eligible Family Members. "Family members," as used in this subparagraph, includes a widow, children, stepchildren, mother, father, stepfather, stepmother, legally adoptive parents, and a person or persons who have stood in loco parentis to the member before the member became 21 years of age. If none of these desire to travel as authorized in this subparagraph, the brothers, sisters, half-brothers, half-sisters, adoptive brothers and sisters of the member are eligible family members.

3. Entitlements. The eligible family members are issued invitational travel orders under Chapter 7, Part T, and are entitled to transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

U5242a FUNERAL TRAVEL (For burial ceremonies on or after 15 March 2002)

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 U.S.C. §411f)

1. General. Eligible Relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in this paragraph, means:

- a. the deceased member's surviving spouse (including a remarried surviving spouse);
- b. children who are unmarried and
 - (1) under 21 years of age;

- (2) under 23 years of age and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or
 - (3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.
 - c. if no person described in pars. U5242a-A1a or U5242a-A1b is provided travel and transportation allowances, the parent or parents of the deceased member as defined in 37 U.S.C. §401(b)(2) (see NOTE 1 below);
 - d. if no person described in par. U5242a-A1a, U5242a-A1b, or U5242a-A1c is provided travel and transportation allowances; then
 - (1) the person who directs the disposition of the remains of the deceased member under 10 U.S.C. §1482(c) (see NOTE 2 below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under such section to direct the disposition of the remains if individual identification had been made; and
 - (2) up to two additional persons closely related to the deceased member who are selected by the person referred to in par. U5242a-A1d(1) above.
2. Attendant. An attendant accompanying an eligible relative provided travel and transportation allowances under par. U5242a-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:
- a. The accompanied eligible relative is unable to travel unattended because of age, physical condition, or other justifiable reason acceptable to the authorizing/order issuing official; and
 - b. there is no other eligible relative of the deceased member traveling to the burial ceremony who is eligible for travel and transportation allowances under par. U5242a-A1 and is qualified to serve as the attendant.
3. Entitlements
- a. Limitations. Except as provided in pars. U5242a-A3b and U5242a-A3c, below, allowances under pars. U5242a-A1 and U5242a-A2 are limited to travel and transportation to the United States, Commonwealth of Puerto Rico, Guam and American Samoa. Per diem payable may not exceed 2 days plus the time necessary to travel to and from the location concerned.
 - b. Member Called (or Ordered) to Active Duty from Outside the United States, the Commonwealth of Puerto Rico, Guam and American Samoa. If the deceased member was called (or ordered) to active duty from a place outside the United States, the Commonwealth of Puerto Rico, Guam and American Samoa, the travel and transportation allowances authorized under pars. U5242a-A1 and U5242a-A2 are authorized from the place called (or ordered) to active duty to the location of the burial ceremony and return. Per diem payable may not exceed 2 days plus the time necessary to travel to and from the location of the burial ceremony.
 - c. Interred in a Cemetery Maintained by the American Battle Monuments Commission. If a deceased member is interred in a cemetery maintained by the American Battle Monuments Commission, the travel and transportation allowances authorized under pars. U5242a-A1 and U5242a-A2 are authorized to and from the cemetery. Per diem payable may not exceed 2 days plus the time necessary to travel to and from the cemetery.
 - d. For cases not covered by par. U5242a-A3b, see par. U7205.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242a-A are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) transportation-in-kind or Government-procured transportation,
- (2) reimbursement for the cost of personally procured commercial transportation,
- (3) automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242a-A4a(2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the personally procured commercial transportation cost between origin and destination (minus any used Government-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242a-A4a(3).

*b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. Eligible family members traveling under par. U5242a-A are authorized per diem computed using the 'LODGINGS PLUS' method in Chapter 4, Part B. The per diem payable must not exceed the appropriate rate in either <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A and U4520-B is authorized in connection with travel under this subparagraph.

e. Definitions. For the purposes of par. U5242a the term "burial ceremony" includes the following:

- (1) An interment of casketed or cremated remains.
- (2) A placement of cremated remains in a columbarium.
- (3) A memorial service for which reimbursement is authorized under 10 U.S.C. §1482(d)(2) (see NOTE 4) below.
- (4) A burial, in a common grave in a national cemetery, of commingled remains that cannot be individually identified.

NOTE: *The families of cadets/midshipmen are not eligible for this transportation.*

B. Funeral Travel of Families of Members Who Died while POWs or MIAs during the Vietnam Conflict

1. General. This subparagraph applies to eligible family members (as defined in par. U4252a-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the United States (37 U.S.C. §406 (Note)).

2. Definition of Eligible Family Members. For purposes of par. U5242a-B(1), eligible family members of the deceased member of the armed forces include the following:

- a. The surviving spouse (including a remarried surviving spouse) of the deceased member.

B. Delivery/Pick-Up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.
2. If the POV is not transported but rather is driven, the member is reimbursed the automobile mileage rate for the official distance between the authorized location (i.e., PDS, VPC/vehicle port) and the designated storage facility.
3. A roundtrip is authorized to:
 - a. deliver the POV to the storage facility, and
 - b. pick-up the POV from the storage facility.
4. These roundtrips are available only if POV delivery and/or pickup:
 - a. is not concurrent with PCS travel, or
 - b. is in connection with TDY on a contingency operation.

NOTE: For this Section, a Reserve Component member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR or PLEAD. For POV pick-up upon separation or retirement, the "new PDS" is the HOR, or authorized HOS of the member under U5130-A1.

***C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved**

1. Delivery - Travel to Passenger Port via Storage Facility. When a member and/or dependent(s) delivers the POV from the old PDS to the designated storage facility, and then travels to the passenger POE, the member is authorized:
 - a. MALT for one authorized traveler for the official distance from the old PDS to the designated storage facility; and
 - b. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the designated storage facility to the passenger POE. ***The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.***

In addition, the member receives a flat per diem at the CONUS Standard per diem rate, and per diem for dependents' travel (see par. U5210). The flat per diem is computed for the actual travel time not to exceed the allowable travel time for travel from the old PDS to the designated passenger POE (see par. U5160).

2. Delivery - Travel to Storage Facility via Passenger Port. A member, who travels from the old PDS to the passenger POE, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port, plus the automobile mileage rate for the official one-way distance from the passenger port to the designated storage facility. ***Reimbursement for travel back to the passenger POE is not authorized.***

***D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved.** When a member and/or dependent(s) travels from the passenger POD to the designated storage facility concurrent with PCS travel to the new PDS, the member is authorized:

1. MALT (see par. U5015-A1 and/or U5105-B1) for the official distance from the designated storage facility to the new PDS; and

2. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the passenger POD to the designated storage facility. ***The reimbursement for transportation from the passenger POD to the designated storage facility shall not exceed the cost for direct travel from the passenger to the new PDS.***

In addition, the member receives a flat per diem at the CONUS Standard per diem rate, and a per diem for dependents' travel (see par. U5210). The flat per diem is computed for the actual travel time not to exceed the allowable travel time from the passenger transportation terminal to the new PDS (see par. U5160).

E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. **Delivery to a Designated Storage Facility in Connection with TDY En Route.** A member who delivers a POV to a designated storage facility in connection with a foreign OCONUS PCS with TDY en route, is authorized:

- a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and
- c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the designated storage facility to the passenger POE. ***The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.***

In addition, member receives a flat per diem for the travel not to exceed the allowable travel time from the TDY station to the passenger transportation terminal (see par. U5160-C).

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220.

2. **Pick-Up in Connection with TDY En Route.** A member who picks up a POV from a designated storage facility in connection with PCS travel to/from an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the passenger POD to the designated storage facility;
- b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; and
- c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

The total reimbursement for pars. U5468-E2a and U5468-E2b shall not exceed the travel and transportation cost from the passenger POD to the TDY station. In addition, the member receives a flat per diem for the travel in pars. U5468-E2a and U5468-E2b not to exceed the amount for the allowable travel time (see par. U5160-C) from the passenger transportation terminal to the TDY station.

b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. When command sponsored dependents are required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, they are entitled to one of the following for authorized round-trip travel and are reimbursed for the mode used:

- (1) Government-owned or Government-procured transportation,
- (2) transportation-in-kind,
- (3) reimbursement for the actual cost of personally procured commercial transportation, limited to what it would have cost to provide Government-procured transportation, or
- (4) the automobile mileage rate for the official distance when a POC is used.

When two or more command sponsored dependents travel together by POC, only the operator of the POC is entitled to the allowance in par. U6004-I1b(4). Per diem or reimbursement for meals and lodging are not authorized in connection with this travel.

2. Noncommand Sponsored Dependents. Noncommand sponsored dependents, who have been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation are furnished transportation to the member's PDS from the safe haven when USD(P&R) has authorized the dependents of DoD members, and the Secretarial Process has authorized the dependents of non-DoD members, to return to the member's PDS. Noncommand sponsored dependents who have been transported to a safe haven in CONUS incident to an evacuation shall not be furnished transportation to the member's PDS from the safe haven except when authorized/approved by the USD(P&R) for the DoD Services and the Secretarial Process for the non-DoD Services.

U6005 PER DIEM ALLOWANCES FOR COMMAND SPONSORED DEPENDENTS AND STUDENT DEPENDENTS

A. Purpose. The per diem allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command sponsored dependents at places away from the PDS and student dependents for any period during the evacuation in which the student dependent would have otherwise been residing at the member's PDS. A member is not entitled to any per diem allowances in this Part for noncommand sponsored dependents.

NOTE:

1. Taxes paid on lodgings while at a safe haven/designated place or traveling in the U.S. or U.S. territories and possessions are a separately reimbursable travel expense in addition to per diem.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling outside the U.S. or U.S. territories and possessions are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

B. General

*1. Applicability of 'LODGINGS PLUS' Per Diem System to Evacuated Dependents. Evacuated command sponsored dependents and evacuated student dependents are authorized a per diem allowance under the lodgings plus per diem system for each day they are in an evacuation status. AEAs described in Chapter 4, Part C, do not apply to an evacuation.) The lodgings plus per diem system consists of a lodging allowance and an M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see Appendix A definition of "Per Diem Allowance" and Chapter 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent concerned. In general, the lodgings plus per diem system rules in par. U4125 apply to evacuated command sponsored and student dependents. Because many such evacuated dependents stay with friends or relatives while at a safe haven, it is noted that the rule in par. U4129-E applies to

them. That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative. This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated command sponsored and student dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in par. U6005-G). The availability or use of a Government mess or an open mess has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Per diem allowances payable under this paragraph may be paid in advance as prescribed in par. U6013-A.

2. Termination of Entitlement. Entitlement to allowances:

- a. may be terminated by the Secretarial Process on an individual basis when a member's situation does not warrant additional reimbursement assistance; or,
- b. may terminate sooner for other reasons.

If not terminated under par. U6005-B2a or U6005-B2b above, per diem allowances authorized in this paragraph will terminate on the date the member detaches/departs from the PDS from which the evacuation of dependents was authorized or ordered except when:

- a. the entitlement to evacuation per diem allowances is extended by an Evacuation Allowance Determination issued by the PDTATAC; or,
- b. the member dies (see par. U6001-A).

C. Per Diem Allowances while Traveling. While traveling from:

1. the place dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6004-D or par. U6005-F to a safe haven or designated place;
2. a member's OCONUS PDS to a safe haven or designated place;
3. one safe haven to another safe haven;
4. a safe haven to a designated place, or;
5. a safe haven or designated place to return to member's OCONUS PDS; the per diem allowance payable to

*a. age 12 or older is equal to that payable to members traveling on TDY, computed under Chapter 4, Part B using the 'LODGINGS PLUS' method;

b. under 12 years of age is not to exceed one half of the amount payable to members traveling on TDY.

*D. Per Diem Allowances while at Safe Haven

1. Per Diem Allowance Payable. Command sponsored dependents and student dependents in an evacuation status are authorized per diem allowances for 30 consecutive days beginning on the date the dependents arrive at the safe haven. Student dependents in evacuation status who join the evacuated command sponsored dependents at the safe haven are authorized per diem allowances for any of those 30 days the command sponsored dependents are authorized per diem. The per diem allowance is computed as shown in examples in par. U6005-G, in

(b) Actual total daily amount, within the maximum amounts shown in (a) (\$92 for M&IE and up to \$260 for lodging), that will be paid for first 30 days is determined as follows:

M&IE: \$92 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)

Lodging: \$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)).

Total: \$92 (Actual daily amount paid to dependents for costs incurred by the two dependents for first 30 days)

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents 12 years of age or older) of the applicable per diem rate prescribed in <http://www.dtic.mil/perdiem/> unless otherwise authorized under par. U6005-D1. Maximum daily amount that may be paid for the member's two dependents in this example starting on the 31st day to the 180th day is determined as follows:

	MAXIMUM		
	M&IE	LODGING	TOTAL
Member's spouse:	\$27.60 (\$46 x 60%)	\$78 (\$130 x 60%)	\$105.60
Child (over 12 years of age):	\$27.60 (\$46 x 60%)	\$78 (\$130 x 60%)	\$105.60
Maximum daily amount that may be paid for costs incurred by the two dependents:	\$55.20	\$156.00	\$211.20

(d) Actual total daily amount, within the maximum amounts shown in (c) (\$55.20 for M&IE and up to \$156.00 for lodging), that will be paid for 31st to 180th days is determined as follows:

M&IE: \$55.20 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)

Lodging: \$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)).

Total: \$55.20 (Actual daily amount paid for costs incurred by the two dependents on 31st to 180th days)

EXAMPLE 4

A member's spouse, one child age 14 and one child age 9 were evacuated from a member's foreign OCONUS PDS, where they were command sponsored, to their designated place in Baltimore, MD.

Their travel itinerary was as follows:

Departed the overseas PDS on 14 August

Arrived Charleston SC on 14 August

Remained overnight in Charleston where they incurred a lodging cost of \$75 plus \$9 lodging tax (12%)

Departed Charleston, SC on 15 August

Arrived Baltimore, MD, their designated place, on 15 August

The dependents shared a hotel room in Baltimore and incurred a lodging cost of \$85 plus \$10.62 lodging tax (12.5%) per day until they moved into their permanent residence on 10 September. The dependents are entitled to per diem while traveling to, and while at, the designated place. Per diem entitlement at the designated place begins on the date of arrival at that place (15 August) and continues to 2400 on the day they occupied the permanent residence (see par. U6005-E). The maximum per diem applicable at Charleston, SC at the time of travel was \$141 (M&IE: \$42, Lodging: \$99). The maximum per diem applicable to Baltimore, MD was \$152 (M&IE: \$42, Lodging: \$110).

(a) Maximum per diem that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight in Charleston (par. U6005-E):

Each dependent 12 years of age or older is entitled to per diem up to the full rate (\$141), which in this case is \$42 for M&IE and up to \$99 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

	MAXIMUM		
	M&IE	LODGING	TOTAL
Member's spouse:	\$42	\$99	\$141.00
Child (14 years of age):	\$42	\$99	\$141.00
Child (9 years of age):	\$21 (\$42 x 50%)	\$49.50 (\$99 x 50%)	\$70.50
Maximum amount that may be paid for costs incurred by the three dependents:			
	\$105	\$247.50	\$352.50

*(b) Computing per diem, as in Chapter 4, Part B, within the maximum amounts shown in (a) (\$105 for M&IE and up to \$247.50 for lodging) for payment for the travel period to the designated place

The dependents are entitled to 75% of the M&IE allowance for travel on 14 August (\$105 x 75% = \$78.75).

M&IE: \$78.75 (The M&IE in this amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: \$75 (This is the actual amount (not including lodging tax) paid for lodging by the three dependents in Charleston, which is less than the maximum (\$247.50) that may be reimbursed. A lodging receipt is required for this amount.)

Lodging Tax: \$9

Total: \$162.75 (Actual amount (including lodging tax) paid to dependents for costs incurred by the three dependents on 14 August.)

(c) Maximum daily amount that may be paid to the member's three dependents beginning on the day of arrival at the designated place (Baltimore) through the day the permanent residence was occupied is determined as follows (see par.U6005-E):

Each dependent age 12 or older is entitled to per diem up to the full rate (\$152), which in this case is \$42 for M&IE and up to \$110 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

	MAXIMUM		
	M&IE	LODGING	TOTAL
Member's spouse:	\$42	\$110	\$152
Child (14 years of age):	\$42	\$110	\$152
Child (9 years of age):	\$21 (\$42 x 50%)	\$55 (\$110 x 50%)	\$76
Maximum daily amount that may be paid for costs incurred by the three dependents:			
	\$105	\$275	\$380.00

(d) Actual total daily amount, within the maximum amounts shown in (c) (\$105 for M&IE and up to \$275 for lodging), that will be paid for 27 days (15 August to 10 September) is determined as follows:

M&IE: \$105 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)

G. Allowances for Escort for Dependent(s) Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6054-G2 are payable to a member, a U.S. Government civilian employee, or a person who travels under official order or travel authorization as an escort for a dependent evacuated under this Part who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by this subparagraph may be paid in advance.

2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under this subparagraph to escort the dependent(s) between the CONUS PDS and the safe haven or designated place, the member is entitled to travel and transportation allowances as prescribed for all other TDY.

b. U.S. Government Civilian Employee as Escort. While a U.S. Government civilian employee is performing escort duty under this subparagraph, the employee is entitled to the allowances prescribed in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for U.S. Government civilian employees designated as an escort, see Joint Travel Regulations, Volume 2, par. C6150 or, for DOT civilian employees, the Department of Transportation Travel Guiding Principles, DOT 1500.11 (series).

c. Person other than Member or Civilian Employee as Escort. A person other than a member or U.S. Government civilian employee, whose travel is authorized as an escort for a dependent(s) under this subparagraph, is issued invitational travel orders (see Chapter 7, Part T). Individuals designated to travel as escorts are entitled to travel and transportation allowances in the same manner as authorized for U.S. Government civilian employees.

H. Subsequent Entitlement to Transportation of Dependents when Evacuation Status Canceled for Member's PDS. For DoD Services, the USD(P&R), shall authorize evacuated dependents to travel to the member's PDS when the situation at the CONUS PDS permits. For the non-DoD Services, that authority is vested in the Secretarial Process. A dependent evacuated to a safe haven or designated place, who turned 21 years old while at the safe haven or designated place, is considered the member's dependent for the purpose of return transportation to the member's PDS under this subparagraph.

I. Transportation for Dependents Incident to Limited Evacuation. Transportation allowances prescribed for dependents incident to an authorized or ordered limited evacuation are limited to:

1. transportation for one round trip from their evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,
2. reimbursement on a mileage basis, at the rate prescribed in par. U3505-C1, when dependents use a POC for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. (Reimbursement for use of a POC is to the operator of the vehicle and no reimbursement is allowed for passengers.)

See par. U6054-D for per diem allowances incident to a limited evacuation.

***U6054 DEPENDENT PER DIEM ALLOWANCES**

A. Purpose. The per diem allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining dependents at places away from the PDS.

NOTE:

1. Taxes paid on lodgings while at a safe haven/designated place or traveling in the U.S. or U.S. territories and possessions are a separately reimbursable travel expense in addition to per diem.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling outside the U.S. or U.S. territories and possessions are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

B. General

*1. 'LODGINGS PLUS' Per Diem System Applicability to Evacuated Dependents. Evacuated dependents are authorized a per diem allowance under the lodgings plus per diem system for each day they are in an evacuation status. (Actual expense allowances described in Chapter 4, Part C, do not apply to an evacuation.) The lodgings plus per diem system consists of a lodging allowance and a M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see Appendix A definition of "Per Diem Allowance" and Chapter 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent concerned. In general, the lodgings plus per diem system rules in Chapter 4, Part B apply to evacuated dependents. Because many evacuated dependents stay with friends/relatives while at a safe haven, it is noted that the rule in par. U4129-E applies to them. plus per diem system rules in Chapter 4, Part B apply to evacuated dependents. Because many evacuated dependents stay with friends/relatives while at a safe haven, it is noted that the rule in par. U4129-E applies to them. That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative. This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in par. U6054-G). The availability/use of a Government mess or an open mess has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Per diem allowances payable under this paragraph may be paid in advance as prescribed in par. U6060-A.

2. Termination of Entitlement. Entitlement to allowances:

a. may be terminated by the Secretarial Process on an individual basis when a member's situation does not warrant additional reimbursement assistance; or,

b. may terminate sooner for other reasons.

*If not terminated under par. U6054-B2a or U6054-B2b, above, per diem allowances authorized in this paragraph shall terminate on the date the member detaches/departs from the PDS from which the evacuation of dependents was authorized or ordered except when:

a. the entitlement to evacuation per diem allowances is extended by an Evacuation Allowance Determination issued by PDTATAC; or,

b. the member dies (see par. U6050-A).

C. Per Diem Allowances while Traveling. While traveling from:

*1. the place dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6054-D or U6054-F to a safe haven or designated place;

2. a member's PDS in CONUS to a safe haven or designated place;

3. one safe haven to another safe haven;

4. a safe haven to a designated place, or;

5. a safe haven or designated place to return to member's PDS in CONUS;

the per diem allowance payable to dependents in an evacuation status:

- *1. age 12 or older is equal to that payable to members traveling on TDY, computed under Chapter 4, Part B using the lodgings plus method;
2. under 12 years of age is not to exceed one half of the amount payable to members traveling on TDY.

***D. Per Diem Allowances While at Safe Haven**

1. Per Diem Allowance Payable. Dependents in an evacuation status, incident to an authorized or ordered evacuation or limited evacuation, are authorized per diem for 30 consecutive days beginning on the date dependents arrive at the safe haven. The per diem allowance is computed as shown in examples in par. U6054-G, in an amount not to exceed the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area concerned. Dependents 12 years of age or older are authorized the full per diem, while those under 12 years of age are authorized not to exceed 50 percent of the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area concerned. The per diem rate is increased for those dependents reaching 12 years of age while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized or approved in a determination issued by PDTATAC, the per diem allowance rate is computed for not to exceed 150 consecutive additional days at:

- a. 60% of the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area for dependents 12 years of age and older; and
- b. 30% of the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area for dependents under 12 years of age.

Situations may arise in which the reduced per diem does not cover the additional costs involved in maintaining the dependents at the safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The dependent receiving the per diem allowances, or the individual receiving the per diem allowances on dependent(s)' behalf, may forward a request through the paying finance office to the Director, PDTATAC, requesting an increased per diem rate. Requests must contain the actual daily cost figures for lodging, meals and incidental expenses. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations and forward the request to PDTATAC. The request should be mailed to

PDTATAC
ATTN: Director
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300,

sent via message to

PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

or sent via telefax to

PDTATAC at COML 703/325-2945, DSN 221-2945

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the amount of the authorized/approved increased per diem allowance. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Per Diem Allowances When Movement to Another Safe Haven Directed or Authorized. Competent authority may direct the movement of dependents from one to another safe haven. Per diem allowances at the former safe haven shall terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized for any period beyond that authorized in par. U6054-D1. When dependents are directed to move from one safe haven to another safe haven ((e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven), per diem allowances (as prescribed in par. U6054-D1 for not to exceed 180 consecutive days) begin again on the arrival date at the new safe haven. If at the request of dependents or member,

(a) dependents are authorized to travel from one to another safe haven (e.g., from CONUS safe haven to safe haven in Puerto Rico) or

(b) dependents are authorized to travel from one location within a safe haven to a different location within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, per diem for the travel day(s) is paid under par. U6054-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When the evacuation status of a PDS is terminated and competent authority authorizes dependents to return, per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized beyond the period authorized in par. U6054-D1.

4. Per Diem Allowances-Termination When Evacuated Dependents Directed to Move to Designated Place. Dependents at safe havens are expected to comply promptly with the order to select a designated place and move thereto if they select other than their safe-haven location as their designated place. The order to select a designated place is issued by the USD(P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services. The order directing the relocation to a designated place must specify the date on which safe haven per diem terminates for dependents ordered to relocate from the safe haven to a designated place. Per diem at a safe haven may not extend beyond:

a. the maximum 180-consecutive-day period authorized in par. U6054-D1,

b. the date dependents depart the safe haven for the designated place (or convert the safe haven to the designated place), or

c. the expiration date, even if in excess of 180 consecutive days, established by the USD(P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DOD Services.

5. Dependents Temporarily Absent From Member's PDS When Evacuation Authorized or Ordered. Dependents, who have established a residence at or in the vicinity of the member's PDS in CONUS who are temporarily absent from the PDS for any reason when the evacuation is authorized or ordered, are considered to be at a safe haven. Per diem allowances prescribed for the place they are located are authorized beginning on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Such date is determined by competent authority from information secured from the dependents or the member, but shall not be earlier than the date the evacuation from the PDS actually began.

6. Per Diem Allowances When Away From Safe Haven. Dependents at a safe-haven location under par. U6054-D5, who are absent from the safe haven for personal reasons, are authorized a continuation of per diem allowances during such absences provided they do not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs occasioned by such absence are paid by the dependents. The per diem rate payable during the period when the dependents are away from the safe-haven location, and the period for which payable, are the same as though the dependents had remained at the safe haven during the entire period.

Each dependent age 12 or older is authorized per diem up to the full rate (\$176), which in this case is \$46 for M&IE and up to \$130 for lodging.

		MAXIMUM	
	M&IE	LODGING	TOTAL
Member's spouse:	\$46	\$130	\$176
Child (over age 12)	\$46	\$130	\$176
Maximum daily amount that may			
Be paid for costs incurred by			
The four dependents:	\$92	\$260	\$352

(b) Actual total daily amount, within the maximum amounts shown in (a) (\$92 for M&IE and up to \$260 for lodging), that is paid for first 30 consecutive days is determined as follows:

M&IE: \$92 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)

Lodging : \$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1)).

Total: \$92 (Actual daily amount paid to dependents for costs incurred by the two dependents for first 30 consecutive days)

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents age 12 or older) of the applicable per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, unless otherwise authorized under par. U6054-D1. Maximum daily amount that may be paid for the member's two dependents in this example starting on the 31st to the 180th consecutive day is determined as follows:

		MAXIMUM	
	M&IE	LODGING	TOTAL
Member's spouse:	\$27.60 (\$46 x 60%)	\$78 (\$130 x 60%)	\$105.60
Child (over age 12)	\$27.60 (\$46 x 60%)	\$78 (\$130 x 60%)	\$105.60
Maximum daily amount that may			
be paid for costs incurred by			
the two dependents:	\$55.20	\$156.00	\$211.20

(d) Actual total daily amount, within the maximum amounts shown in (c) (\$55.20 for M&IE and up to \$156.00 for lodging), that is paid for 31st to 180 consecutive days is determined as follows:

M&IE: \$55.20 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)

Lodging: \$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1)).

Total: \$55.20 (Actual daily amount paid for costs incurred by the two dependents on 31st to 180 consecutive days)

EXAMPLE 4

*A member's spouse, one child age 14 and one child age 9 were evacuated from a member's CONUS PDS to their designated place in Baltimore, MD.

Their travel itinerary was as follows:

Departed the CONUS PDS on 14 August

Arrived Charleston SC, on 14 August

Remained overnight in Charleston where they incurred a lodging cost of \$75 plus \$9 lodging tax (12%)

Departed Charleston, SC, on 15 August

Arrived Baltimore, MD, their designated place, on 15 August

The dependents shared a hotel room in Baltimore and incurred a lodging cost of \$85 plus \$10.62 lodging tax (12.5%) per day until they moved into their permanent residence on 10 September. The dependents are entitled to per diem while traveling to, and while at, the designated place. Per diem entitlement at the designated place begins on the date of arrival at that place (15 August) and continues to 2400 on the day they occupied the permanent residence (see par. U6054-E). The maximum per diem applicable at Charleston, SC, at the time of travel was \$141 (M&IE: \$42, Lodging: \$99). The maximum per diem applicable to Baltimore, MD, was \$152 (M&IE: \$42, Lodging: \$110).

(a) Maximum per diem that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight in Charleston (par. U6054-E):

Each dependent 12 years of age or older is entitled to per diem up to the full rate (\$141), which in this case is \$42 for M&IE and up to \$99 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

	MAXIMUM		
	M&IE	LODGING	TOTAL
Member's spouse:	\$42	\$99	\$141 00
Child (14 years of age):	\$42	\$99	\$141 00
Child (9 years of age):	\$21 (\$42 x 50%)	\$49.50 (\$99 x 50%)	\$70.50
Maximum amount that may be paid for costs incurred by the			
three dependents:	\$105	\$247.50	\$352.50

*(b) Computing per diem, as in Chapter 4, Part B, within the maximum amounts shown in (a) (\$105 for M&IE and up to \$247.50 for lodging) for payment for the travel period to the designated place via Charleston on 14 August: The dependents are entitled to 75% of the M&IE allowance for 14 August (\$105 x 75% = \$78.75).

M&IE: \$78.75 (The M&IE in this amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: \$75 (This is the actual amount (not including lodging tax) paid for lodging by the three dependents in Charleston, which is less than the maximum (\$247.50) that may be reimbursed. A lodging receipt is required for this amount.)

Lodging Tax: \$9

Total: \$162.75 (Actual amount (including lodging tax) paid to dependents for costs incurred by the three dependents on 14 August.)

(c) Maximum daily amount that may be paid to the member's three dependents beginning on the day of arrival at the designated place (Baltimore) through the day the permanent residence was occupied is determined as follows (see par. U6054-E):

Each dependent age 12 or older is entitled to per diem up to the full rate (\$152), which in this case is \$42 for M&IE and up to \$110 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

	MAXIMUM		
	M&IE	LODGING	TOTAL
Member's spouse:	\$42	\$110.00	\$152.00
Child (14 years of age):	\$42	\$110.00	\$152.00
Child (9 years of age):	\$21 (\$42 x 50%)	\$55 (\$110 x 50%)	\$76 00
Maximum daily amount that may be paid for costs incurred by			
the three dependents:	\$105	\$275	\$380.00

PART R: TRANSPORTATION OF REMAINS OF DECEASED MEMBERS AND DECEASED DEPENDENTS

<u>Paragraph</u>	<u>Contents</u>
U7600	General
U7601	Escorts Accompanying Remains of Deceased Members

PART S: TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT

<u>Paragraph</u>	<u>Contents</u>
U7650	Travel Under Permissive Orders
U7651	Travel Under Orders but Not on Public Business
U7652	Return from Leave to Duty Abroad
U7653	Attendance at Public Ceremonies
U7654	Resignation or Release at Own Request of Public Health Service Members
U7655	Separation at Personal Request of National Oceanic and Atmospheric Administration Corps Members

PART T: SEE APPENDIX E

PART U: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

<u>Paragraph</u>	<u>Contents</u>
U7750	General
U7751	Definitions of Terms A. Member of Congress B. Congressional Employee
U7752	Transportation, Per Diem, and Actual Expense Rates

**PART V: MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE
IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS
COMPETITIONS**

<u>Paragraph</u>	<u>Contents</u>
U7800	General
U7801	Policy
U7802	Funding
U7803	Entitlement

PART W: RESERVED

**PART X: TRAVEL ALLOWANCES TO SPECIALIZED TREATMENT SERVICES
FACILITIES**

<u>Paragraph</u>	<u>Contents</u>
U7950	Travel of Patient to Specialized Treatment Services (STS) Facilities A. General B. Patient C. Transportation D. Outpatient E. Administrative Provisions
U7951	Attendant's Travel A. General B. Member as Attendant C. Civilian Employee as Attendant D. Other Persons as Attendant

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

<u>Paragraph</u>	<u>Contents</u>
U7960	Travel to Specialty Care Over 100 Miles A. General B. Applicability C. Transportation D. Lodging and Meals E. Reimbursable Expenses F. Administrative Provisions
U7961	Attendant's Travel for Specialty Care Over 100 Miles A. General B. Member as Attendant C. Civilian Employee as Attendant D. Other Person as Attendant

CHAPTER 7
PART W:
RESERVED

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. U4520-A10 for reimbursement of fees and tips incurred at transportation terminals.);
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the authorizing/order-issuing official's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 4, Part F.;***

Effective for TDY travel performed on or after 1 January 2001:

- c. personal laundry/dry-cleaning and pressing of clothing (*except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) which are listed in the account;
- g. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and
- h. Taxes and service charges on any of the expenses in items 2 through 3g.

Effective for TDY travel performed on or after 1 January 2001:

NOTE 2:

(a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

PER DIEM, REDUCED. See REDUCED PER DIEM.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for the purpose of DLA), relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. a change in the homeport of a vessel or mobile unit;
3. change from home or from the PLEAD to the first PDS upon:
 - a. appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;

- c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
- d. enlistment or induction into the Service (regular or during emergency); and
- e. change from the last PDS to home upon:
 - (1) discharge, resignation, or separation from the Service under honorable conditions;
 - (2) release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) retirement; and
 - (5) temporary disability retirement.

PERMANENT DUTY STATION (PDS). *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of member's unaccompanied baggage located on board the ship). The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances.

***NOTE 1:** *The geographic limits of the PDS are:*

a. For members - The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For invitational travelers -

(1) the corporate limits of the city or town in which the home or principal place of business is located;
or

(2) if not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

NOTE 2: *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

NOTE 3: When a member is ordered to attend a course (or courses) of instruction at a school or installation the scheduled duration of which is 140 or more days (20 or more weeks), the school or installation location is the PDS regardless of the terms of the order, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.

The following are PDSs for transportation and storage of HHG and mobile homes:

1. the home of a member at the time of:
 - a. appointment to regular Service from civilian life or from a reserve component;
 - b. being called to active duty (including for training) for 20 or more weeks;

- s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137
- t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000
- u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884
- v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206
- w. Uniformed Services University of the Health Sciences
Attn: Resource Management
4301 Jones Bridge Road
Bethesda, MD 20814-4799
- x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army:

- a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the authorizing/order-issuing official. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (*MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of authorizing/order-issuing officials. If MACOM not listed the AEA authority has been delegated to the authorizing/order-issuing official.*);
- b. Commander, Army Materiel Command (AMC), Attn: AMCPE-P, 5001 Eisenhower Ave., Alexandria, VA 22333-0001; Message Address: CDRUSAMC ALEXANDRIA VA//AMCPE-P//; Telephone: DSN 767-5511, Commercial (703) 617-5511;
- c. Headquarters, Military Traffic Management Command (MTMC), Attn: MTRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRMTMC ALEXANDRIA VA//MTRM-F//; Telephone: DSN 328-2350, Commercial (703) 428-2350;
- d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN 723-5241;
- e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN 879-6446, Commercial (520) 538-6446;

- f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, P. O. Box 34000, Fort Buchanan, PR 00934;
- g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Ave., Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN 335-2048, Commercial (202) 475-2048;
- *h. Commander, U.S. Army Training and Doctrine Command (TRADOC), ATTN: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***
- i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th St., Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;
- j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Rd., Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN 471-8141, Commercial (515) 221-8141 or 221-7298;
- k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN 438-2710 or 438-2918;
- l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN 239-2022, Commercial (910) 432-2022;
- m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Dr., Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFs.***
- n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawaii, 310 Worchester Avenue, Hickam AFB, HI 96853-5530.
3. Navy:
- a. Military Personnel: Authorizing/order-issuing officials;
 - b. Civilian Employees: Heads of Activities/commands or their designees.
4. Marine Corps:
- a. Military Personnel: Authorizing/order-issuing officials;
 - b. Civilian Employees: Heads of Activities/Commands or their designees.
5. Air Force:
- a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander;***

3. Travel Per Diem Reporting Instructions. Reporting officials should ensure that the reports submitted for Alaska, Hawaii, Puerto Rico, and territories and possessions of the United States include lodging and meal costs experienced by all Government travelers, not just uniformed personnel. Facilities reported should be those used by both Federal civilian employees and uniformed personnel. Lodging costs reported should include discounts available to civilian personnel and/or uniformed personnel. When non-commercial lodging and meal facilities are available, reports should also contain the following information:

- a. name of facility,
- b. operating agency, and
- c. amount of meal charges for uniformed personnel, for Department of Defense civilian employees, and for other U.S. Government civilian employees.

4. Requesting a Travel Per Diem Rate Change. When the travel expenses in the area appear to be significantly different than the prescribed per diem rate, the local commander and/or the senior officer should forward to PDTATAC:

- a. a request for a review/change in the per diem rate, and
- b. Department of State Form DS-2026, Hotel and Restaurant Report, submitted through the Country Allowance Coordinator.

For other locations, see JFTR, par. U4179 for submission requirements.

5. Forwarding Travel Per Diem Reports. All reports must be forwarded in sufficient time to reach PDTATAC (at the address below) no later than the last day of the month indicated in column two of Table B, Part VI, of this Appendix, i.e., if the '**Month Annual Travel Report Due**' is October the report should reach PDTATAC by 31 October. If unable to meet that date, an explanation must be furnished prior to the due date. Forward completed reports to:

Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch Travel Section
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4501. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions shall not be supplemented.

*T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, pars. U4149 and U4151, and JTR, par. C4554. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in websites <http://www.dtic.mil/perdiem/opdrform.html>, and <http://www.dtic.mil/perdiem/pdrform.html>, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

*1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money (see JFTR, par. U2010 and JTR, par. C1058).

2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.

3. Travelers should arrange commercial transportation, rental cars (if authorized), through the CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.

4. Travelers should make their travel and transportation arrangement through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTOs should CTOs not be used. Travelers:

- a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,

- b. must use coach class, unless a medical condition or mission timing requires premium class,
 - c. shall *not* use foreign flag transportation even if U.S. flag carrier fares are higher,
 - d. who use premium class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
 - e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.
5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.
6. Travelers will have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."
7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.
8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8 (series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.
9. Retaining Promotional Items
- a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
 - b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
 - c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.
10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use Policy. It is DoD *mandatory policy* that travelers use available CTOs to arrange official travel including transportation and rental cars. See DoD component regulations for CTO use information.

B. Requirements

1. When making travel arrangements, travelers should use the following:
 - a. services available under a TMS (see Appendix A), or

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.
7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.
8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.
9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.
10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).
11. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:
- under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
 - to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.
- Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.
12. TDY aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.
13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.
14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Unified Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. *Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.* A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited PCS allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

*19. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<http://www.dtic.mil/perdiem/pdrates>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. ***NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
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Must, shall	Action is mandatory
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Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

Temporary Duty (TDY) Travel. Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

APPENDIX S*AUTHORIZED FEML LOCATIONS/DESTINATIONS**

The following are authorized FEML locations/destinations *for members (and their dependents) of the Uniformed Services only:*

<u>Authorized FEML Location</u>	<u>Command Region</u>	<u>Authorized Destination</u>	<u>Recertification Due Date</u>
Albania, Tirana	European	Frankfurt	1 January 2003
Argentina	Southern	Miami	31 May 2003
Armenia, Yerevan	European	Frankfurt	1 January 2003
Australia, Alice Springs	Pacific	Honolulu	31 August 2003
Australia, Exmouth	Pacific	Perth	31 August 2003
Australia, Learmonth	Pacific	Perth	31 August 2003
Azerbaijan, Baku	European	Frankfurt	1 January 2003
Bahrain	Central	Frankfurt	31 October 2004
Bangladesh	Pacific	Honolulu	31 August 2003
Barbados	Southern	Miami	31 May 2003
Belarus	European	Frankfurt	1 January 2003
Belize	Southern	Miami	31 May 2003
Bolivia	Southern	Miami	31 May 2003
Botswana	European	Frankfurt	1 January 2003
Brazil	Southern	Miami	31 May 2003
Bulgaria	European	Frankfurt	1 January 2003
Burma	Pacific	Honolulu	31 August 2003
Cambodia, Pnom Penh	Pacific	Honolulu	31 August 2003
Cameroon	European	Frankfurt	1 January 2003
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad	European	Frankfurt	1 January 2003
Chile	Southern	Miami	31 May 2003
China, Beijing	Pacific	Honolulu	31 August 2003
Columbia	Southern	Miami	31 May 2003
Croatia, Zagreb	European	Frankfurt	1 January 2003
Cyprus	European	Frankfurt	1 January 2003
Democratic Republic of Congo	European	Frankfurt	1 January 2003
Djibouti	Central	Frankfurt	31 October 2004
Dominican Republic	Southern	Miami	31 May 2003
Ecuador	Southern	Miami	31 May 2003
Egypt	Central	Frankfurt	31 October 2004

El Salvador	Southern	Miami	31 May 2003
Eritrea, Asmara	Central	Frankfurt	31 October 2004
Estonia	European	Frankfurt	1 January 2003
Ethiopia, Addis Ababa	Central	Frankfurt	31 October 2004
Fiji	Pacific	Honolulu	31 August 2003
Gabon, Libreville	European	Paris	31 October 2004
Georgia, Tbilisi	European	Frankfurt	1 January 2003
Ghana, Accra	European	Frankfurt	1 January 2003
Greece, Athens	European	Frankfurt	1 January 2003
Greece, Larissa	European	Frankfurt	1 January 2003
Greenland, Thule *	Space	Baltimore	31 March 2004
Guatemala	Southern	Miami	31 May 2003
Guyana, Georgetown	Southern	Miami	31 May 2003
Haiti	Southern	Miami	31 May 2003
Honduras	Southern	Miami	31 May 2003
Hong Kong	Pacific	Los Angeles	31 August 2003
India, New Delhi	Pacific	Honolulu	31 August 2003
Indonesia	Pacific	Honolulu	31 August 2003
Israel, Tel Aviv	European	Frankfurt	1 January 2003
Ivory Coast	European	Frankfurt	1 January 2003
Jamaica	Southern	Miami	31 May 2003
Jordan	Central	Frankfurt	31 October 2004
Kazakhstan, Almaty	Central	Frankfurt	31 October 2004
Kenya	Central	Frankfurt	31 October 2004
Kuwait	Central	Frankfurt	31 October 2004
Kyrgyzstan, Bishkek	Central	Frankfurt	31 October 2004
Latvia	European	Frankfurt	1 January 2003
Lithuania, Vilnius	European	Frankfurt	1 January 2003
Macedonia	European	Frankfurt	1 January 2003
Malaysia, Kuala Lumpur	Pacific	Sydney	31 August 2003
Mali, Bamako	European	Frankfurt	30 April 2002
Marshall Islands, Majuro	Pacific	Honolulu	31 August 2003
Mexico	Southern	San Antonio	31 May 2003
Moldova, Chisnau	European	Frankfurt	1 January 2003
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 August 2003
Morocco	European	Frankfurt	1 January 2003
Mozambique	European	Frankfurt	1 January 2003
Namibia, Windhoek	European	Frankfurt	30 April 2002
Nicaragua	Southern	Miami	31 May 2003

Niger, Niamey	European	Frankfurt	1 January 2003
Nigeria	European	Frankfurt	1 January 2003
Oman	Central	Frankfurt	31 October 2004
Pakistan	Central	Frankfurt	31 October 2004
Panama, Panama City	Southern	Miami	31 May 2003
Paraguay	Southern	Miami	31 May 2003
Peru	Southern	Miami	31 May 2003
Philippines, Metro Manila	Pacific	Honolulu	31 August 2003
Poland	European	Frankfurt	1 January 2003
Qatar	Central	Frankfurt	31 October 2004
Romania	European	Frankfurt	1 January 2003
Russia, Moscow	European	Frankfurt	1 January 2003
Rwanda, Kigali	European	Frankfurt	1 January 2003
Saudi Arabia	Central	Frankfurt	31 October 2004
Senegal	European	Frankfurt	1 January 2003
Singapore	Pacific	Sydney	31 August 2003
South Africa	European	Frankfurt	1 January 2003
Sri Lanka, Columbo	Pacific	Frankfurt	31 August 2003
Suriname	Southern	Miami	31 May 2003
Syria	European	Frankfurt	1 January 2003
Tanzania, Dar Es Salaam	European	Frankfurt	30 April 2002
Thailand, Bangkok	Pacific	Honolulu	31 August 2003
Thailand, Chiang Mai	Pacific	Honolulu	31 August 2003
Trinidad, Port of Spain and Tobago	Southern	Miami	31 May 2003
Tunisia	European	Frankfurt	1 January 2003
Turkey, Ankara	European	Frankfurt	1 January 2003
Turkey, Izmir	European	Frankfurt	1 January 2003
Turkmenistan, Ashgabat	Central	Frankfurt	31 October 2004
Uganda, Kampala	European	Frankfurt	1 January 2003
Ukraine, Kiev	European	Frankfurt	1 January 2003
United Arab Emirates	Central	Frankfurt	31 October 2004
Uruguay	Southern	Miami	31 May 2003
Uzbekistan, Tashkent	Central	Frankfurt	31 October 2004
Venezuela	Southern	Miami	31 May 2003
Vietnam, Hanoi	Pacific	Honolulu	31 August 2003
Yemen	Central	Frankfurt	31 October 2004
Zambia, Lusaka	European	Frankfurt	31 October 2004
Zimbabwe	European	Frankfurt	1 January 2003

* Exception to the 24-month tour requirement approved by ASD(FMP) on 18 March 2002 memo.

INDEX

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